



## 2020 Day with the Payers Virtual Event

Attendee Registration Form

September 30, 2020

### Attendee Information

Name \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### Attendee Selection

Early Bird Rates <i>(on or before September 9)</i>	Regular Rates <i>(after September 9)</i>
\$75	\$100

### Payment Information

If paying by credit card, all fields below are required. Full payment must accompany order to reserve your space.

**GRAND TOTAL: \$** \_\_\_\_\_

Check (*made payable to MMGMA*)    Visa    Mastercard    American Express    Discover

Name (as it appears on card) \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

By submitting this registration form, I have read & agree to follow MMGMA's Event Policies outlined on page 2.

#### Cancellation Policy

To receive a registration refund, less a \$25 processing fee, all cancellations must be received via [this form](#) by September 23, 2020 at 11:59 pm U.S. Central Time. No refunds will be granted thereafter. No-shows will be billed for any unpaid registration fees. Registrations can be transferred to another person within your organization with the same membership status by contacting the MMGMA office at [info@mmgma.org](mailto:info@mmgma.org).

Please do not email forms with credit card information. To protect your data and to comply with PCI standards, the MMGMA office will not accept emailed credit card information.



#### Mail/Fax with payment to:

Minnesota Medical Group Management Association  
1000 Westgate Drive, Suite 252 St. Paul, MN 55114-1067  
Fax: 651-290-2266 | Phone: 651-366-6089 | email: [info@mmgma.org](mailto:info@mmgma.org)

(For office use only)

initials	fin.
date	
CK/CC	
amt. paid	
bal. due	

# MMGMA EVENT POLICIES

## Registration Information

Online registration requires credit card payment; MMGMA accepts American Express, Visa, Mastercard, and Discover. If you want to pay online, please [visit our website](#). Payment is required prior to the event. MMGMA will not allow participation in this event if there is an outstanding receivable to MMGMA.

To edit your registration, please contact the MMGMA office at [info@mmgma.org](mailto:info@mmgma.org) or 651-366-6089.

Both members and nonmembers need to log in to register for events. If you are a member or have previously created an account on the MMGMA website, [login here](#). If you are a nonmember, please [create a guest account](#) in the system; we will require your first and last name, organization, email, username and password.

## Join MMGMA

If you are not a member and would like to join to receive reduced event rates, please [join here](#). To renew your membership and receive member rates, log into your [profile](#), renew, then return to register for the event. These will be two separate transactions. You also have the option to pay for both by downloading forms.

## Attendance Policies

**Attendee Cancellation:** To receive a registration refund, less a \$25 processing fee, all cancellations must be received via [this form](#) by September 23, 2020 at 11:59 pm U.S. Central Time. No refunds will be granted thereafter. No-shows will be billed for any unpaid registration fees. Registrations can be transferred to another person within your organization with the same membership status by contacting the MMGMA office at [info@mmgma.org](mailto:info@mmgma.org).

**Event Modification or Cancellation:** MMGMA reserves the right to modify the course's schedule or program as necessary. MMGMA also reserves the right to cancel this event, in which case a full refund of the registration fee will be provided. We are unable to refund any travel costs (flight, hotel, etc.) in the case of MMGMA cancellation.

**Data Privacy/GDPR:** We host events throughout the year, including our winter and summer conference, golf events and webinars (collectively "events"). If you are a member and register for one of our events, we will access the information in your member account to provide you with information and services associated with the event. If you are not a member and you register for one of our events, we will collect your name and contact information, which we will store in our database and use to provide you with information and services associated with the event. If you are a presenter at one of our events, we will collect information about you including your name, employer and contact information, and photograph, and we may also collect information provided by event attendees who evaluated your performance as a presenter. As an attendee, speaker, or sponsor/exhibitor, we will keep a record of your participation to provide you with post-event information including details on upcoming events you may be interested in. Your contact information may be shared via an event mobile app or attendee list as part of your participation in the event. Your hotel reservation information may be shared between MMGMA and the hotel.

**PCI Compliance:** Please do not email forms with credit card information. To protect your data and to comply with PCI standards, the MMGMA office will not accept emailed credit card information.

**Photo/Audio/Video Release:** Registration for or attendance at this event acknowledges consent to be recorded or photographed. We reserve the right to use any photograph/video taken at our events, without the expressed written permission of those included within the photograph/video. We may use the photograph/video in publications or other media material produced, used or contracted including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc. To ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject.

**Guest Attendance Policy:** All event activities (including educational sessions, meal functions, exhibit hall, etc.) are exclusively reserved for event attendees. Non-registered guests (including children, family members, colleagues, etc.) are not allowed in the event areas. Badges provided at registration are required for entrance into all functions and will be strictly enforced.

**MMGMA Code of Conduct:** The MMGMA leadership and staff are committed to providing a vibrant learning environment at all of our events, welcoming people from as many diverse backgrounds as possible. We expect our events to be a respectful, harassment-free environment for people of all races, gender and trans statuses, sexual orientation, ability, nationality, ethnicity, socioeconomic status and beliefs.

We're grateful that our community is positive, friendly and supportive of one another — it's what makes our events such a draw each year.

In that spirit, the staff, supporters, volunteers, attendees and speakers at MMGMA events are expected to:

- Exercise consideration and respect in your speech and actions.
- Keep conversations professional, respectful and consider other parties' points of view. In short, don't make it personal. Passionate conversations are part of solving problems. Disagreements happen all the time, and are necessary to consider difficult questions.
- Remember that the boundaries of good taste, humor, personal space and physical interaction differ from person to person; if you sense someone feels uncomfortable — whether they explicitly state it or not — be respectful of those boundaries.
- Refrain from demeaning, discriminatory or harassing behavior. Harassment and inappropriate behavior may include, but are not limited to:
  - Sexist, racist, homophobic, transphobic or otherwise discriminatory jokes or language physical intimidation, stalking or following
  - Posting or displaying sexually explicit or violent material; if for any reason you may need this material for an educational session, please contact MMGMA staff first and we can discuss how to give an appropriate warning to participants.
  - Unwelcome sexual attention. This includes sexualized comments or jokes; inappropriate touching, groping and unwelcomed sexual advances.
  - Advocating for, or encouraging, any of the above behavior.

Be mindful of your surroundings and of your fellow participants. Alert emergency services if you notice what you assess to be a dangerous situation or someone in distress. For other violations of this Code of Conduct, please inform a staff member onsite or contact the main office at [info@mmgma.org](mailto:info@mmgma.org) or 651-366-6089.