



# Spectroscopy Society of Pittsburgh Society for Analytical Chemists of Pittsburgh



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## Missed Dinner Policy

The actual cost of our societies' dinners is much more than the amounts that are paid by dinner attendees. If you miss a dinner without proper cancellation, a prepared dinner will be wasted. This is an unnecessary expense that does not support our mission of science outreach. Therefore, the societies have instituted a missed dinner policy that applies to all dinner registrants including students and members of the SACP Executive Committee and SSP Executive Council. The policy is described below.

1) If you have made your dinner reservation and need to cancel it, you must do so by replying to the confirmation email you received, or by notifying the Society coordinator at [info@chemistryoutreach.org](mailto:info@chemistryoutreach.org). **Cancellation should be done as soon as possible, preferably before the deadline for making dinner reservations, but no later than 48 hours before the meeting date.** You may be able to cancel as late as the morning of the meeting, but there is no guarantee the cancellation will be accepted by the venue. If you fail to cancel before the dinner, and there is no one else to replace you for dinner, you will receive your first email reminding you of the missed dinner policy. (Emergency situations will be handled on a case by case basis.)

2) After the second missed dinner without proper cancellation (*vide supra*), you will receive an email along with a bill for the full price of the second missed dinner. **The actual cost for the dinner is much more than what you would normally pay, typically between \$40 and \$50.** Until the billed amount is paid in full, you will not be able to attend future society dinners, although you are still welcome to attend the business meetings and technical talks. After paying the full amount of the missed dinner, your status will revert to one missed dinner until either the next missed dinner or until the first dinner of the following year (typically the September dinner).

3) Provided you do not owe any money to the Societies, your dinner record is cleared at the start of the new business year (September). If you still owe money, then you need to pay before you can attend future dinners.

If you do not have email, you can cancel your dinner reservation by phoning 412-825-3220, ext. 215 and speak with the Society coordinator. If you phone within 48 hours before the dinner, you must speak with an individual rather than leaving a message.