



Spectroscopy Society of Pittsburgh Society for Analytical Chemists of Pittsburgh



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Missed Dinner Policy

The societies have a missed dinner/meeting policy that applies to all dinner registrants for all monthly Society meetings (Sept-June), 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 office staff at 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.** It may be possible 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 on our wait list 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.)

- A. You will have the option of paying \$15 (\$5 if student) for the missed dinner in person, by credit card, when attending a future meeting. This will reset your status to 0 missed dinners.
- B. You will also have the option of paying for missed dinner(s) electronically by credit card. An electronic invoice can be issued which will allow for secure payment. This invoice system will also send a notification email to Office Support that payment was made and your status will be reset to 0 missed dinners.

2) After the second missed dinner without proper cancellation (*vide supra*), you will receive an email along with a bill for \$45 (\$15 if a student) for the second missed dinner plus the member (or student) rate cost of the 1st missed dinner. **The actual cost for the dinner is much more than what you would normally pay, typically ~ \$60 (not including room rental fees, bar fees and parking).** Until the billed amount is paid in full, you will not be able to register for or attend future society dinners, although you are welcome to attend the business meeting and technical presentation. After paying the full amount of the missed dinner(s), your status will reset to 0 missed dinners.

3) Your missed dinner status carries forward, regardless of year change or time duration between missed dinners, until all missed dinners are paid for.

4) If you sign up for, do not cancel in advance and no-show a June meeting, you will have the option of paying the Society cost for your attendance (which depends on venue) or you will not be able to register for future June meetings.

5) Any exceptions to the above will be addressed on a case by case basis.

If you do not have access to email, you can cancel your dinner reservation by calling the office at 412-825-3220. If you phone within 48 hours before the dinner, you must speak with an individual rather than leaving a message.