

Public Agency Risk Mangers Association
Free Registration Policy/One Year Membership

- 1) On an Annual Basis coinciding with the PARMA Conference, Each Chapter may be provided with two (2) free registrations and two (2) one year membership be awarded at Chapter Events.
- 2) At April Planning Meeting, each Chapter will be provided two Free Registration Certificates.
- 3) The Recipient shall be active Public Entity Employee/PARMA Public Entity Member and shall have attended at least two (2) chapter meetings within the immediate 12 (twelve) moths prior to the date the certificate was awarded.
- 4) At the time of award, the Certificate must be validated by a Chapter Officer and must include the Certificate Holders name and the entity for which they are employed.
- 5) To redeem the Certificate, it must be submitted at the time of registration. If the Certificate Holder has already registered, a refund may be requested but shall only be paid to the person/entity that paid the registration.
- 6) The Certificate Holder or anyone from the Public Entity may not transfer the Certificate to another person without the permission of a Chapter Officer who must then notify the Conference Chairperson of the change (see #3 for eligibility).
- 7) If, for any reason, the Certificate Holder is unable to use the Certificate, they must notify a Chapter Officer. Failure to do so shall disqualify the Certificate Holder from being awarded a free registration in the future.
- 8) If no other Chapter Meeting is scheduled prior to the Conference, the Chapter Chair may award the Certificate to any other qualified attendee of the meeting at which the Certificate was awarded. The Chair shall notify the Conference Chairperson of the change.
- 9) The Certificate shall include indemnification language that absolves the Public Agency Risk Managers Association, its officers, chapters, chapter officers, agents and volunteers from any and all liability involving the Awardees participation during and/or in travel to and from or in conjunction with the Conference and be signed by the applicant.