



## SEMINAR POLICIES AND PROCEDURES

### Accreditation

All seminars are accredited through the New Jersey Funeral Service Education Corporation. The NJFSEC Board of Trustees evaluates each seminar to ensure quality and relevance to funeral service.

### NJ Mandatory Continuing Education

Unless otherwise noted, all NJ Mandatory seminars have been approved for 1 CEU from the New Jersey State Board of Mortuary Science and the licensing authority in Florida and .1B from the APFSP.

### Continuing Education Verification Policy

All attendees receive a bar-coded badge at check-in. The badge must be worn at all times. It will be scanned at the beginning and end of each seminar and any time attendees enter or exit the seminar room.

The New Jersey Funeral Service Education Corporation will not grant CEUs to attendees who miss more than 10 minutes of instructional time during a one-hour seminar or who miss more than 15 minutes of total instructional time during a two-hour seminar. There are no exceptions. Completion of a program examination may be required for issuing continuing education credit. A continuing education certificate will be issued 30 days following the last seminar presentation.

### Service of Remembrance and General Session

The Service of Remembrance and General Session events are open to all NJSFDA members and registered Convention guests. Members who are not registered for the Convention must receive a meeting badge for admission from the Convention Registration Desk.

### Refunds

If you register for Convention (September 22 and 23) but are unable to attend the event, you have until 5:00 PM on September 30 to cancel your registration and receive a FULL refund by calling 800.734.3712. For the 2021 Convention, we are waiving our \$25 cancellation fee. No refunds will be issued for Convention cancellations requested after September 30.

If you register for Mandatory CE Programming (September 21) but are unable to attend the event, you have until 5:00 PM on September 14 to cancel your registration and receive a FULL refund by calling **800.734.3712**. A \$25 cancellation fee will be deducted from all Mandatory CE Programming cancellations requested between September 15 and September 30. No refunds will be issued for cancellations requested after September 30.

Additional seminar policies and procedures are available at [www.njsfda.org/seminarpolicies](http://www.njsfda.org/seminarpolicies).

### Room Reservations

Third-party firms may attempt to contact attendees to solicit hotel reservations for the Convention. Such firms have not been authorized to book reservations and are not affiliated with the NJSFDA or the Hard Rock Hotel & Casino in any way.

To ensure valid room reservations, it is recommended that attendees make reservations online at <https://book.passkey.com/go/njsfda2021> or by calling **609.449.1000** and using the code **GNJF921**.

### Photography Release and Disclosure

All photography, video and audio recordings captured by the NJSFDA or any of its affiliated entities are the property of the NJSFDA. The NJSFDA reserves the right to use and distribute such images and recordings at its sole discretion. Participation by the attendee, guest or representative constitutes permission for the NJSFDA to capture and use such images or electronic recordings.

### Non-Exhibitor Solicitation

Solicitation is only permitted by registered exhibitors during scheduled Exhibit Hall hours. Non-exhibiting companies are prohibited from reserving meeting rooms, event suites or holding any event targeted to attendees during Convention. Non-exhibiting companies and their representatives are not permitted to solicit within the Exhibit Hall, seminar rooms, other Convention scheduled programming or NJ Mandatory programming.

The NJSFDA further prohibits solicitation of business in any public area occupied by the Convention, including public areas in the hotel, meeting rooms, suites and restaurants. Violators will be required to cease current activities and will be subject to full exhibitor rental space fees. In addition, such conduct may result in the removal of all violators from the hotel premises.