



MASSACHUSETTS SCHOOL  
ADMINISTRATORS' ASSOCIATION



## MSAA Policies

### MSAA Professional Development Workshop Registration Policies

**Confirmation:** When you submit your online registration, you will get an automated email confirming your submission. When your registration is processed, you will receive an email confirming registration, usually within three days. This registration confirmation email is your proof of registration. If you do not receive a registration confirmation email, please call or email the workshop contact listed on the flyer.

**Umbrella:** Teachers and other non-administrators may register at the member rate if the Principal from their building is an MSAA Member.

**Inclement Weather:** If the weather is uncertain, please check the website at [www.msaa.net](http://www.msaa.net) after 6:15 a.m. on the morning of the workshop or call the MSAA front desk at (508) 541-7997 for updates.

**Cancellation:** Cancellations received in writing (via email) at least 72 hours before the workshop will be honored. If you do not cancel within this timeframe, and do not attend, you are responsible for full payment. Please follow us on Twitter @MSAA\_33 for important announcements.

**MSAA Payment/Purchase Order Policy:** We require payment to be secured via purchase order, check or credit card prior to the day of the workshop. If payment is not secured 72 hours prior to the event, your registration will be withdrawn.

<http://www.msaa.net>

## Growing Courageous Leaders™

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