

Annual Meeting Registration and Hotel Block Registration Policy (August 7, 2014; amended September 8, 2022, October 7, 2022, and July 25, 2024)

Annual Meeting Registration Fees and Meeting Expenses

The registration fees for the Annual Meeting of SEALS will be fixed by the Board of Trustees from time to time. The only differential in registration fee amount will be between participants from member schools and those from non-member schools.

All attendees, including all participants, are required to pay all applicable fees and expenses associated with their attendance at the Annual Meeting of SEALS, including registration and event fees, as well as transportation, accommodations, food, and entertainment expenses. This paragraph does not apply to individuals serving as meeting staff. Because these individuals may be needed for general meeting duties on site, they and their families may attend the conference and any conference gala without paying fees. This paragraph does apply to SEALS Board members and non-Board-member Officers; they are subject to the same fee policy as all other members.

In appropriate cases involving a non-law-school or foreign-law-school participant, the Executive Director can waive fees. With respect to these and other individuals, the Executive Director may in extraordinary circumstances authorize the waiver or reimbursement of all or a part of the fees and expenses as in his or her discretion are warranted under the circumstances. The Executive Director shall make an annual report to the Board of Trustees of all waivers and reimbursements authorized under this policy.

Program participants who have not registered for the Annual Meeting by the specified date will be removed from the program, as provided in the Program Participation (Including Panel Composition) policy.

The Executive Director and Treasurer, in consultation with the Board, shall set the date of the opening of registration and the schedule for refunding registration fees, less an administrative fee, for each year's Annual Meeting. The Executive Director and Treasurer shall ensure that the refund schedule for each year is posted on the registration page. The Treasurer shall have discretion to waive or modify administrative fees in appropriate cases.

Hotel Block

No registration for the conference room block for the SEALS Annual Meeting can be made before a conference registration is made. Each year, the Executive Director will announce when the conference registration begins and the room block will open. These dates will not occur before the reliance draft program is posted on the SEALS website. A "reliance draft" is a draft identified by the Executive Director as one on which the membership can rely in making room reservations. A reliance draft is not intended to be a final draft. It may (and usually will) change before issuance of a final draft.

Each year the Executive Director will work with the Annual Meeting hotel and the Board of Trustees to fashion a registration policy that provides for or incentivizes (through the provision of penalties or otherwise) the reservation of rooms by individuals who have registered for the meeting, the early release of rooms by individuals whose plans for attendance have changed, the reassignment of vacant rooms to individuals who have not yet received room assignments in the conference hotel, and other objectives as determined by the Board from time to time. The policy will be posted to the SEALS website.