

PRICING INFORMATION AND EVENT POLICIES

PLAN PRICING

Based on customer demand for package pricing and discounts, we're offering the following to maximize your value:

PACKAGE	INCLUDES	GENERAL ADMISSION PRICE	NETWORK MEMBER PRICE
All-Access Package*	Unlimited webinars, symposium, networking and your choice of one faculty-led course or one-week workshop (you can add on one additional faculty-led course or one-week workshop at the price below)	\$1,200	\$800
Week of Webinars	5 webinars and unlimited networking	\$500	\$300
Symposium/Networking Combo	All symposium sessions	\$125	\$125
ADD-ONS			
Faculty-led courses*		\$475	\$325
One-week Workshop*		\$195	\$175
Webinar		\$99	\$59
Symposium		\$125	\$125

* Add-on activities can be added to any packages.

* All-Access Package—space is limited in faculty-led courses and one week workshops, so register early!

* Due to the time commitment associated with one-week workshops and faculty-led courses, for this event registrants are limited to two (2) one-week workshops OR faculty-led courses.

REGISTRATION

Registration is easy! Visit our event site to register online <https://collabornation.net/nwwintervti2023> and follow our [visual step-by-step registration guide](#). Questions? We are here to help. Call us at 800-438-5547 or email us at TrainingEvents@nw.org.

EVENT OFFERINGS AND YOUR TIME COMMITMENT:

When exploring your registration options, consider our various course and networking session offerings, and the time commitment for each. Note that at this event, due to the focus required for one-week workshops and faculty-led courses, registrants are limited to two (2) one-week workshop OR faculty-led course.

SCHOLARSHIPS:

Limited scholarship assistance is available to nonprofit organization staff. For more information, visit NeighborWorks.org/scholarships. Note that if you are awarded a scholarship and do not cancel or are a no-show to the virtual event, your scholarship eligibility may be revoked for 12 months.

EVENT POLICIES:

Recognizing that this is a challenging time for many, we've simplified our policies and event procedures. If you have any questions or need any guidance, please contact us at trainingevents@nw.org or 800-438-5547. Our Customer Response team is happy to help.

PAYMENT POLICY:

Training Institute package pricing is outlined above. Payment is due at the time of registration and may be made by Visa, MasterCard or American Express. To make a payment by check or arrange group payments, please contact our Customer Response team at trainingevents@nw.org or 800-438-5547 for assistance. All tuition and registration payments must be received in full before obtaining final instructions to access your sessions.

RECORDED SESSION ACCESS AND WEBINAR QUIZ ACCESS:

Recorded webinar sessions will be assigned to participants who have pre-enrolled in the live webinar prior to the session start time. We recommend that all registrants make their final webinar selections by no later than Friday, February 3. You will have until 5:00 p.m. EST Monday, February 20th to watch any of the recorded webinar sessions and/or take and pass a webinar quiz to receive full attendance credit. Both the recorded sessions and webinar quizzes will be added to your event MY COURSES | YOUR SCHEDULE page with clear labeling. Attendees have three attempts to pass the webinar quiz. The Symposium and Networking sessions will not be recorded.

CHANGES, SUBSTITUTIONS, CANCELLATIONS, REFUNDS:

Changes: Customers may make changes directly in the event site; however, changes after a live session has begun will not give you access to the webinar recording. To change a webinar, faculty-led course or one-week workshop selection in the site, use the exchange session function to exchange your registered activity for your preferred replacement option. By using the exchange function this will allow you to make the change without incurring an "add-on" charge. Webinars may be exchanged up until prior to the webinar start time. The exchange function for faculty-led courses and one-week workshops will be shut off on Wednesday, January 25th.

For any of the networking or free activities in the site you may simply click the "UNREGISTER" button in the session description page for the session you would like to be removed from, and click the "REGISTER" button for the session you would like to add to your schedule.

Substitutions: Will not be processed for this event.

Cancellations/Refunds: Cancellation requests must be sent in writing to our Customer Response team at nti@nw.org. The last day to cancel for a refund is Thursday, February 2.

ATTENDANCE AND CERTIFICATE POLICY:

All sessions start and end promptly. Certificates of completion are awarded only to participants who attend and pass the quiz associated with each webinar, faculty-led course or one-week workshop prior to the event closing date. The event will remain open until Friday, February 17th to allow participants to take the quiz and print online certificates for webinars. One-week workshops and faculty-led courses have their own due date schedule for course work and quizzes that will be provided directly from the faculty at the start of the course. For Webinars, the system will also auto-send a copy of your certificate to your email account so be sure to check your junk mail folder if you don't see it in your inbox after successful quiz completion. The Symposium and Networking sessions do not include attendance certificates.

SHARING OF PERSONAL INFORMATION:

NeighborWorks America is committed to protecting the personal information of its training event attendees. In order to support your participation in this Virtual Training Institute, NeighborWorks America will share your email address with outside vendors for the limited purpose of delivering services to you during VTI. These services include use of the virtual training platform and the event networking or food service vendors.

KEY EVENT DEADLINES:

- ▶ **Wednesday, January 25:** last day to register or exchange a Faculty-led course or One-week Workshop
- ▶ **Thursday, February 2:** Last day to cancel for a refund
- ▶ **Friday, February 3:** Recommended last day to select webinar sessions to guarantee your access to the webinar recordings
- ▶ **Monday, February 20:** Last day to access a webinar recorded session or to take a webinar quiz in the event site. Site Closes at 5 p.m. EST on this date.

For more event information visit:

NeighborWorks.org/NWWinterVTI

For customer support reach us at trainingevents@nw.org or 1-800-438-5547