

NEW ENGLAND CORPORATE COUNSEL ASSOCIATION, INC.

GUEST POLICY (as revised June 21, 2011)

The New England Corporate Counsel Association, Inc. ("NECCA") welcomes non-member guest attendance at its seminars, meals (breakfast or lunch) and career discussion programs to promote an increase in membership. The following shall apply to guest attendance at NECCA programs:

1. General. NECCA members may invite non-member guests and inquiring non-members may attend any one or all of the seminar, meal and/or any career discussion program taking place on the date of the seminar if s/he signs up in advance and pays a non-member guest fee of \$45.00. Guests need not meet all requirements of membership of NECCA (e.g., paralegals, non-lawyer coworkers), but must meet such requirements should they subsequently apply for membership. A guest that meets membership requirements may apply one \$45.00 guest fee previously paid toward the total cost of annual membership provided the Membership Application is submitted on or before the next June 30.
2. Cancellations/No Shows. Should the guest be unable to attend the seminar and cancellation notice is not provided by the guest or sponsoring member to NECCA in sufficient time for NECCA to avoid having to incur the cost for the cancelled guest (customarily no later than 11:00 a.m. on the Monday preceding the seminar), the sponsoring member or guest shall be obligated to pay the guest fee and will not be eligible for a refund of any guest fee paid prior to the seminar, whether paid by check, cash or via Pay Pal.
3. Seminar Speakers. Each presenting firm(s)/corporation(s) may invite one (1) guest to the seminar, meal and/or career discussion program that follows at no charge. In addition, such presenting firm(s)/corporation(s) may invite additional guest(s) to the seminar, meal and/or career discussion program that follows, subject to space availability and the payment of the currently applicable guest fee for each additional invited guest. Should the additional guest(s) be unable to attend the seminar, meal and/or career discussion program and cancellation notice is not provided by the presenting firms(s)/corporations(s) to NECCA in sufficient time for NECCA to avoid having to incur the cost for the cancelled guest, the presenting firm(s)/corporation(s) will be responsible to pay NECCA the currently applicable guest fee(s) for such guest(s).

Program Facilitators. Members who facilitate or conduct career transition or other discussion programs in conjunction with a seminar may invite up to two (2) guests to the career discussion group taking place on the day of the career program, at no additional charge. **Fees may be waived at the discretion and with the President's approval.**