

WAIT LISTS

When the HSCG offers an opportunity on a limited or exclusive basis, such as a conference, seminar, class, product, service, event, etc., it can happen that there are more people interested than can be accommodated. In such a case, determining who gets to take the opportunity must be done in a fair and unbiased manner and will be done as follows:

- 1) The HSCG will publicize on the HSCG website and Social Media that the opportunity is sold out.
- 2) The HSCG shall create a Wait List to which individuals may be added on a first come, first served basis.
- 3) In order to be added to the list, the person must call or email the HSCG Office during normal business hours, request to be added to the wait list, and provide contact information.
- 4) If a space becomes available, the next person on the list shall be contacted using the contact information provided. That person shall have one (1) business day to complete the purchase.
- 5) If that person does not respond and complete the purchase within the allotted time, their name will go to the end of the list and the next person on the list will be contacted (per step 4 above).

A person may remove themselves from the Wait List at any time by calling or emailing the HSCG office and requesting removal.

DISPUTES

In the case of any dispute regarding wait lists, the HSCG Board of Directors has final say.

Approved on June 30, 2009
by Board of Directors

History:

June 30, 2009	(v1) Original publication date
Oct 7, 2013	(v2) Amended to include name changes; added section on Conference Registrations, clarified the way wait lists are handled for limited or exclusive sponsorships.
July 1, 2018	(v3) Revised to clarify process for Conference Registration Wait Lists.
2022	(v4) Reviewed and updated.