



# Spectroscopy Society of Pittsburgh Society for Analytical Chemists of Pittsburgh



300 Penn Center Boulevard, Suite 332, Pittsburgh, PA 15235-5503 • Ph: 412-825-3220 • FAX: 412-825-3224  
www.ssp-pgh.org • sspinfo@pittcon.org • www.sacp.org • sacpinfo@pittcon.org

## SACP/SSP MISSED DINNER POLICY

The SACP/SSP dinners' actual cost is much more than the amounts that are paid by the dinner attendees. If you miss an SACP/SSP dinner without proper cancellation, you may be depriving someone else the chance to attend a dinner and having a dinner prepared which may be wasted. This is an unnecessary expense that does not support our mission of science outreach. Therefore, the SACP/SSP is instituting a missed dinner policy which will be applicable for the six monthly dinners of both SACP and SSP and the May award dinners. The policy is relevant to all dinner registrants including students and members of the SACP Executive Committee and SSP Executive Council. The policy is described as follows:

1. If you need to cancel your dinner reservation after you make your SACP/SSP dinner reservation, reply to the dinner acknowledgement email to either the SACP or SSP administrative assistant listed in the email. This should be done before the deadline date for dinner reservations which is usually the Wednesday before the dinner for SACP and the Friday before the dinner for SSP. If you cancel after this time you need to send a cancellation email to [sacpdinner@pittcon.org](mailto:sacpdinner@pittcon.org) or [sspdinner@pittcon.org](mailto:sspdinner@pittcon.org). **Cancellation should be done as soon as possible. It is preferred to be no later than 48 hours before dinner. You may be able to cancel the morning of the dinner, but there is no guarantee the cancellation will be accepted.** If you fail to cancel before the dinner or you cancel so close to the dinner that it already has been prepared and there is no one else to replace you for dinner, you will receive your first email reminding you of the missed dinner policy.\*
2. If you should miss an SACP/SSP dinner for the second time without proper cancellation as described above, you will be informed that you will be charged the full price of the dinner if this should happen a third time. **The actual cost for the dinner is much more than what you would normally pay, typically between \$40 and \$50.**
3. If you should miss an SACP/SSP dinner for the third time without proper cancellation as described in Item #1, you will receive an email along with a bill for the full price of the last missed dinner. Until the billed amount is paid in full, you will not be able to attend future SACP/SSP dinners, although you are still welcome to attend the technical meetings and talks. After paying either SACP or SSP for the full amount of the last missed dinner, your status will revert to two missed dinners until the next missed dinner or September dinner of the following year.
4. Provided that you do not owe SACP or SSP any money, your dinner record is cleared beginning the next SACP/SSP September dinner. If you still owe money, then you need to pay before you can attend future dinners. **Missing the dinners without proper cancellation is cumulative. For example, if you miss 2 SACP dinners and 1 SSP dinner, you have missed 3 dinners.**

If you do not have email, you can cancel your dinner reservation by phoning 412-825-3220, ext 204 for the SACP Administrative Assistant and ext 212 for the SSP Administrative Assistant. If you phone within 48 hours before the dinner you should try to actually talk to a person by pressing "0," if necessary, rather than just leaving a message. Also, you may receive letter notices rather than emails.

\*Emergency situations will be handled on a case by case basis.