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Western Medicaid Pharmacy Administrators Association

# WMPAA Handbook: Annual Meeting Attendees Industry

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## TABLE OF CONTENTS:

### Purpose

- I. Eligibility
- II. Registration
- III. Cancellations, Refunds, and Transfers
- IV. Travel Expenses
- V. Hotel
- VI. Vendor Booths

# WMPAA Handbook: Annual Meeting Attendees - Industry

## Purpose

The purpose of the WMPAA Handbook is to outline the organization's guidelines and practices for the annual WMPAA conference attendees. The handbook serves as a reference tool to assist with meeting planning and attendance. Contents are subject to change without notice.

## I. Eligibility

1. Companies interested in sending attendees to the annual WMPAA meeting must meet one of the following categories:
  - a. Pharmaceutical companies who participate in the Medicaid Drug Rebate Program (they must have a product on the market at the time of the registration deadline)
  - b. Device manufacturers that can provide evidence that 33% or more WMPAA states cover their products within their pharmacy program
  - c. Medicaid consultants
  - d. Medicaid fiscal agent or system representatives
  - e. Governmental representatives for pharmacy providers – must provide evidence that they actively participate with 33% or more of WMPAA states
  - f. Representatives for vendors who contract with Medicaid agencies
  - g. Associations who interact with Medicaid agencies
  - h. Any other attendees at the discretion of the chair
2. Independent Pharmacies are NOT eligible to attend unless they meet the above criteria (33% of WMPAA states)
3. WMPAA Alumni - Former WMPAA state members who are currently working for an entity (e.g. company that contracts with Medicaid) that would normally send attendees to WMPAA are NOT eligible to attend as WMPAA alumni.

## II. Registration

1. WMPAA reserves the right to correct all fee amounts based on the Registration Timestamp and guest attendance, if applicable, if incorrectly chosen by the registrant.
2. Registration will close at least twenty-eight (28) days prior to the start of the conference **OR** when the confirmed registration quota has been reached, whichever occurs first.
3. Closing date dependent on, but not limited to,
  - a. Hotel/Conference requirements
  - b. Meeting space
  - c. Hotel room block allotment
  - d. WMPAA's travel agency requirements
  - e. Confirmed registration quota
4. Registrations per company are accepted in order they are completed based on End Timestamp.
  - a. Companies are responsible in making sure attendees register in preferred order.
  - b. Registering does not guarantee acceptance.
5. To allow more diversity, WMPAA will be confirming Industry registrations as follows:
  - a. Initial Round
    1. Up to two (2) attendees per company, dependent on meeting space

# WMPAA Handbook: Annual Meeting Attendees - Industry

2. Additional registrants will be placed on Industry Waitlist
- b. Subsequent Rounds
  1. Waitlist group (i.e. Waitlist #1, Waitlist #2, etc.) registrations per company will be added **ONLY** if space allows
  2. Remaining waitlist people will be added **ONLY** if person from same company cancels at the discretion of program chairperson
6. Registration fees are as follows (subject to change)

Industry	\$2500 – Subject to change based on venue
Guest (if permitted)	\$500 – Meals/Activities Only
7. Registration fees are flat rate and will **NOT** be prorated.
  - a. Not showing up to parts of conference does **NOT** grant an attendee a partial refund.
8. Invoiced fees are due upon receipt. Failure to pay fees at least twenty-eight (28) days prior to conference opening day may result in the attendee's registration being cancelled.
9. Industry attendees who show up to the conference on their own accord or as a "substitute" attendee without a WMPAA-issued registration confirmation email will **NOT** be granted access to the meeting.
  - a. A hotel reservation confirmation is not a valid WMPAA-issued confirmation
10. Guests
  - a. Determined at current Chairperson's discretion.
  - b. If permitted, each WMPAA attendee may bring up to one (1) guest to the conference.
  - c. Guest cannot be employed by an entity that would normally attend WMPAA.
  - d. Violation will result in the guest being assessed the full registration fee for Industry, dependent on date of registration.

### III. Cancellations, Refunds, and Transfers

1. Cancellations & Refunds
  - a. For Full Refund - Cancellations must be made at least twenty-eight (28) days prior to conference start date.
  - b. **No Refunds** will be issued for cancellations made within twenty-eight (28) days of conference start date. No exceptions.
2. Transfers
  - a. Transfer requests must be made at least twenty-eight (28) days prior to conference start date.
  - b. Transfers limited to registrations already received by registration closing date. New registrants are not permitted.
  - c. Transfers limited to colleagues within the same company.
  - d. Transfers **NOT** be permitted within twenty-eight (28) days of the conference start date. No exceptions.

# WMPAA Handbook: Annual Meeting Attendees - Industry

## IV. Travel Expenses

1. Travel and ground transportation, and all other associated expenses of attending the annual WMPAA conference are at the attendee's own expense.

## V. Hotel

1. Hotel is at the attendee's own expense
2. Hotel reservations should only be made after registration confirmation from WMPAA is received.
3. WMPAA reserves the right to move non-confirmed individuals from the WMPAA block to make room for confirmed attendees.
4. Hotel reservation confirmation is NOT a valid WMPAA-issued confirmation.
5. WMPAA does NOT guarantee additional rooms will be found once Room Block is full.
6. Conference hotel does NOT guarantee additional rooms will be found once Room Block is full

## VI. Vendor Booths

1. WMPAA does not allow vendor booths or set aside space for them.
2. WMPAA conferences are for Continuing Education and State Networking Only