

ASMC Webinar Information

American Society of Military Comptrollers (ASMC) is proud to offer live webinars in Defense Financial Management, leadership and teamwork, and personal development!

Webinars will be offered as 1 or 2 hour sessions with registration open to both members and non-members alike.

Webinar Offerings and Schedule

Webinars will be announced via social media, Informz, Engage, member email and on our website under Professional Development/Training. Please check our website calendar for upcoming webinar offerings as well as CDFM refresher courses and EDFMTC courses.

Webinar Pricing, Payment and Refund and Substitution Policy

For paid webinars and unless otherwise noted, one-hour webinars are \$29.00 for members and \$49.00 for non-members and two-hour webinars are \$49.00 for members and \$69.00 for non-members. Please check each webinar description for exceptions to these guidelines. If you would like to become a member, or if your membership has lapsed, please click [here](#).

Webinars must be paid using a credit card. ASMC does not accept purchase orders, SF-182 forms, checks or money orders for webinars.

There is a no-refund, no-credit policy in effect for one-hour \$29.00/\$49.00 webinars. Attendee substitutions may be requested up to two working days before the webinar begins. Attendee substitution requests must be sent to Education@asmconline.org with 'Attendee Substitution Request' in the subject line. All registration information is required for the attendee substitute at the time of the request including name, address, telephone number, member number (if applicable), agency or company, and email address. Only members can be substituted for member registrants. No refunds will be given for members who substitute for non-member registrants. For group registrations, substitute attendees must be from the same command/organization that funded the initial registrant's training. There is no charge for attendee substitutions.

Refunds will be made up to 2 business days before the start of two-hour \$49.00/69.00 webinars. Send an email to Education@asmconline.org with 'Webinar Refund Request' in the subject line. Provide the name of the webinar for which you are requesting a refund, your first and last name, email address, registration confirmation number and telephone number. You should receive a refund within 5 business days.

No shows are responsible for full payment. If ASMC cancels the webinar, full refunds will be made within two weeks of the webinar date.

Registration

How to register as an individual: Individual registrants must register through the ASMC website. We cannot accept telephone, email or mail registrations.

How to register a group: Group registrations for a group of people using one payment card are accepted up to two business days before the webinar begins. All information needs to be submitted by that time, including all attendee information and payment card holder information. Please fill out the [Group Registration Form](#) and return it to carrigan@asmconline.org with a copy to education@asmconline.org. In the subject line, please indicate that it is a group registration. It is also suggested that you call the Education Department at 703-549-0360 and let us know you will be sending in a group registration and the number of people being registered.

All Registrants:

All registrants will receive three emails before the start of the webinar: 1) Registration and Payment Confirmation at the time of registration; 2) A follow-up email providing webinar specific information including tips on how to use the webinar platform and a link for testing your device. **We encourage all attendees to test their devices before the webinar;** and 3) a final email the morning of the webinar with the webinar link and any additional information needed for the webinar. (Note: Some, although not all, webinars will make the webinar slides available before the webinar. If they are provided, they will be delivered in the third email.)

After the webinar, attendees will be asked to fill out a post-webinar survey. Each attendee must certify that they have attended the entire webinar. If applicable, attendees will be given a link to submit their information for their CPE certificate.

Webinar Platform

Currently, **ASMC is using the Zoom** platform for all webinars. Attendees **must** have access to a device that is compatible with Zoom. ASMC is not able to troubleshoot any issues you may have with ZOOM, however, an information guide on how to use Zoom or use possible workarounds, is attached to the second email or you can download it [here](#). In addition, you may go directly to Zoom and use their test link: <https://zoom.us/test>. You should also consult your own internal IT Department.

CPEs and Surveys

CPE credits will be given for most webinars to paid attendees. Please see each webinar description to determine how many CPEs will be given. In order to receive your CPE credits, attendees must attend the entire webinar. At the end of the webinar, attendees will be given a link to an optional survey and a link to submit their certificate information. Attendees will also be asked to certify that they have attended the entire webinar. Certificates will be emailed out 5-7 business days after the webinar. If an attendee cannot open the survey or CPE link, this may be a firewall issue. We recommend using a non-government device. No partial credits will be given.

ASMC reserves the right to change these policies and guidelines at any time.