

Linked Workforce Initiative
Virginia's Linked Workforce Showcase

I. Event Policy

- i. *Event Cancellation:* Due to uncontrollable factors, Virginia Economic Bridge, Inc. (VEB) may determine Showcase **cancellation** best serves all parties involved. Referring to the Showcase participation goal*, if there is less than 25 percent (25%) registered one week prior to the event, VEB will cancel the event. Showcase participants will be notified via phone or e-mail within 24 hours of the decision. The total event participant fee will be reimbursed**.
- ii. *Event Postponement:* Due to uncontrollable factors, Virginia Economic Bridge, Inc. (VEB) may determine Showcase **postponement** best serves all parties involved. Referring to the Showcase participation goal*, if there is less than 50 percent (50%) registered two weeks prior to the event, VEB will postpone the event. Showcase participants will be notified via phone or e-mail within 24 hours of decision. Upon determination of rescheduled date, Showcase companies will be immediately notified. If a participant is unable to attend the rescheduled date, they have the option to act as an Event Sponsor. The \$500 Event Sponsorship level will be covered by the participant registration fee already paid. If a company chooses to not act as an Event Sponsor, VEB must be notified two weeks (2) prior to the rescheduled event to receive a full refund.
- iii. *Participant Cancellation:* In the event a Showcase company must cancel, VEB should be notified three (3) weeks prior to the event to receive a full refund minus a \$45 administrative fee**. Participant cancellations declared less than three (3) weeks prior to the event will be ineligible for a refund.
- iv. *Registered Participant Status:* A company will not be posted as a registered participant until the Showcase registration fee has been received.

II. Information Exchange Policy

- i. Virginia Economic Bridge, Inc will use the information provided (i.e. contact information) for Showcase purposes only. No information will be distributed for profit to outside organizations.

* For each event, the Linked Workforce Showcase participation goal is to have ten companies from the target region and twenty businesses from other regions of the Commonwealth/other states, for a 2:1 ratio.

** Fee reimbursements will only be distributed on the 15th of the month.