

PAYMENT & CANCELATION POLICY

PAYMENT

EARLY BIRD DISCOUNT POLICY & PAYMENT

- To qualify for the Early Bird discount rate, payment must be received no later than 10 days from date of invoice.
- After 10 days the Regular Registration rate will be charged

REGULAR REGISTRATION POLICY & PAYMENT

- Registration must be paid no later than 10 days from date of invoice to be confirmed or the registration is subject to cancellation.
- Registrations made within 30 days prior to the Forum's opening date must be paid immediately to be confirmed or the registration is subject to cancellation.

CANCELATION POLICY

UNPAID REGISTRATIONS

Registrant agrees that:

- Cancellation of an unpaid registration from the Forum start date will incur a \$300 cancellation fee.
- Cancellation within 30 days of the Forum start date is non-refundable.

PAID REGISTRATIONS

Registrant agrees that:

- A paid registration canceled 60 or more days from the Forum start date is nonrefundable and incurs no cancellation fee. Registrant may use the paid amount towards a future Forum registration that occurs within 12 months from the canceled Forum's start date.
- A paid registration canceled 60 days or less from the Forum's start date is nonrefundable and will incur a \$200 cancellation fee deducted from the paid amount. The remaining balance may be credited towards registration at a future Forum event that occurs within 12 months of the canceled Forum's start date.
- After twelve months of cancellation any unused credit balance is forfeited.

TRANSFER OF REGISTRATION

- With the approval of the organizer a paid registration may be transferred to a substitute attendee, at anytime up to the Forum date without penalty.