



## ASCPT 2018 ANNUAL MEETING

MARCH 21-24, 2018 • HILTON ORLANDO • ORLANDO, FL

### **CANCELLATION POLICY**

All cancellations **MUST** be submitted in writing. The ASCPT Registration Cancellation Form must be received by ASCPT no later than Wednesday, January 31, 2018, 4:00 pm Eastern Time via email to [meetings@ascpt.org](mailto:meetings@ascpt.org) or by fax to (703) 836-5223. (Phone calls will not be accepted.)

Cancellations received after Wednesday, January 31, 2018, 4:00 pm Eastern Time will not be issued refunds. Refunds will not be issued for no-shows. All cancellations will be assessed an administrative fee of \$300 for full conference registrations and \$100 for Trainee/Students. Pre-conference registration cancellations will be assessed an administrative fee of \$50 for attendees and \$25 for Trainee/Students.

The Registration Company will void multiple purchase discounts that may have been applied. Registrants are responsible for cancelling their hotel reservations and travel arrangements. If the event is cancelled or there are circumstances beyond ASCPT's control, ASCPT is not responsible for any airfare, hotel, or other costs incurred by registrants.

In the case of a refund: Refunds will be made in US dollar amounts and issued via the original method of payment (i.e. credit card or check). The credit card must be the exact card used to make the original charge.

### **PAYMENT CHANGES POLICY**

Changes in payment method made after the transaction has taken place will be assessed a \$25 processing fee per transaction.

### **SUBSTITUTION POLICY**

If you are unable to attend the meeting, a substitute from your organization may attend in your place. ASCPT reserves the right to charge any appropriate difference in registration fees. Requests for substitutions must be submitted in writing and sent to [ASCPT-reg@eventpower.com](mailto:ASCPT-reg@eventpower.com).

To complete your request for substitution, please provide first name, last name, email, phone number, emergency contact name and number, and any special needs. If an ASCPT member transfers his/her registration to a non-member, the non-member must either submit a completed application to ASCPT to become a member at the time of substitution OR pay the difference between the ASCPT member and non-member fee at the time of substitution.