



CANCELLATION POLICY - PPTA ANNUAL CONFERENCES AND PENNTRAIN EVENTS

PPTA, and PennTRAIN, are non-profit organizations supported by grant monies, vendor contributions and membership dues payments/conference registrations. In order to keep the cost of conferences down, the Board of Directors has determined that a cancellation policy is necessary. PPTA's and PennTRAIN's conferences provide valuable education, product updates, vendor interaction and industry networking, and a sustainable conference cost is critical to the PPTA's and PennTRAIN's members.

In the event a registered attendee cannot attend the registered conference and/or meetings, an organization may substitute another employee from that organization with 72 hours' notice to PPTA's/PennTRAIN's conference coordinator. PPTA and/or PennTRAIN cannot be responsible for any requirements by hotels or conference centers for lodging substitutions.

In the event that a registrant cancels for the event, any monies paid for the event for attendance (excluding room and board) will be refunded if the cancellation occurs prior to eleven (11) days prior to the event. In no event can monies be applied to a future conference. If cancellation occurs ten (10) or less days prior to the scheduled event no monies will be refunded unless a substitute from the Agency registers in place of the cancelling registrant.

In the event of weather emergency or force majeure event that results in cancellation of a conference or PennTRAIN meeting, PPTA and/or PennTRAIN will reimburse fees in proportion to any reimbursement that PPTA and/or PennTRAIN obtains from the conference provider. Other fees that may be incurred for such cancellation shall be the responsibility of the registrant.

As with substitutions, PPTA/PennTRAIN is not responsible for any lodging or accommodation refunds or cancellation policies. Each conference location and choice of hotel has its own cancellation requirements and members are subject to the same.