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NACM Policy Regarding Refunds of Conference or Workshop Registration Fees[1]

If a registrant is unable to attend a conference for any reason they may substitute, by arrangement with the registrar, someone else to attend in their place. Substitutions are honored at any time. No-shows are not eligible for refunds.

If a registrant is unable to attend and providing the conference registrar is informed in writing by the final date for payment that is displayed on the website for the event in question, the fee paid can be left with NACM as payment towards a place at the same event the following year or another NACM workshop that takes place in the 12 months following the originally booked workshop.

Where the registrant is unable to attend, and is not in a position to transfer their place to another person or to another event, then the following refund arrangements apply:

Cancellations must be received in writing by NACM prior to the conference or workshop.

Registration fees, minus a $_____-per-person processing fee, will be refunded after the conference has concluded if the cancellation notice is received by the deadline date as specified below

- ~~Registration may be canceled with full refund (less the aforementioned processing fee) if the registration is canceled any time up to and including sixty-one (61) days prior to the conference start date.~~
- ~~75% of the registration fee paid will be refunded if the registration is canceled sixty (60) days before the conference start date.~~
- ~~50% of the paid registration fee will be refunded if registration is canceled between fifty-nine (59) and forty-five (45) days before the conference start date.~~
- ~~No refunds will be issued if registration is canceled within and including forty-four (44) days of the conference start date, for ANY reason. After that timeframe, we have guaranteed your participation with our vendors and partners and are unable to provide a refund of your registration fees.~~

These policies apply to all types of registrations including Guest and Exhibitor Registrations. Non-receipt of a confirmation notice before the event is not justification for seeking a refund.

All requests for refunds must be made in writing (email) and made by the attendee or credit card holder. NACM reserves the right to deny refunds.

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[1] This policy may be amended by the Board at any time.

In the case of an emergency/extenuating circumstances, special requests may be considered on a case-by-case basis by the NACM Board of Directors following the conference.

All fees for social events are non-refundable.

Refund requests should be submitted in writing to: _____

Scholarship Recipients

Scholarships to attend a NACM conference are not transferable to another person. If a scholarship recipient is unable to attend for any reason and providing the conference registrar is informed in writing, the scholarship can be transferred towards a place at the same event the following year.