



## REGISTRATION CANCELLATION POLICY

Refunds will only be given for cancellations to the Directors' Forum conference received in writing by the DFC Manager, on or **before noon on Thursday, October 17, 2024**. This applies for both in-person and virtual registrations.

NO refunds will be made for cancellation requests received AFTER this date and there are NO refunds for “no-shows.”

Some refunds may be processed following the conference (depending on method of payment).

Substitutions will be permitted at no charge. Please contact us to make the required changes.

**In the event of a forced cancellation as mandated by Government due to COVID-19, all registrations will be switched over to a virtual scenario and participants will be refunded the difference in cost.**

Send your cancellation request in writing to Audrey at [Manager@directorsforum.coop](mailto:Manager@directorsforum.coop).

### IMPORTANT DEADLINES:

The deadline to switch from in-person to virtual participation is **Friday, October 4, 2024** – after this date, there will be *no reduction in price* from the in-person to virtual fee.

Virtual registrants will be notified at least three (3) weeks prior to the event if the virtual component needs to be cancelled and provided the option to switch to the in-person event or to receive a refund. The deadline to switch from virtual to in-person is **Friday, October 11, 2024**.