

## Cancellations, Refunds, and Substitutions:

Cancellations will only be considered when received in writing on or before April 21, 2017. You will be refunded the registration fee less a \$100 processing fee. Registrants who do not attend the conference and who do not contact IRSG prior to the conference will forfeit all registration fees.

If you are unable to attend for any reason, you can transfer your registration to another person without penalty.

Please notify Dawn Udy at (304-839-1348) or [Dawn.udy@plan-it-forward.com](mailto:Dawn.udy@plan-it-forward.com) of your request for substitution.

Please check this box that you have read the cancellation policy.