



## Annual Conference Cancellation Policy

### Purpose

The purpose of this policy is to outline the cancellation policy for the 2018 Wellness Council of Wisconsin (WCWI) Annual Worksite Wellness Conference and Pre-Conference Summit.

### Policy

Registrations are nonrefundable except in specific, limited circumstances. Refunds will only be considered as follows:

1. Annual Conference and Pre-Conference Summit attendee cancellation notice must be received by **September 21, 2018**; registration fees will then be refunded in full less a \$30.00 processing fee. For cancellation notices received after September 21, 2018, registration fees will not be refunded in any amount.
2. Annual Conference exhibitor cancellation notice must be received by **September 21, 2018**, **and** the space must be filled by another vendor. If and when both conditions are met, exhibitor fees will then be refunded in full less a \$30.00 processing fee. Annual Conference exhibitors who cancel and whose space is not filled by another exhibitor, regardless of the date of cancellation notice, will not be refunded in any amount.

Annual Conference and Pre-Conference Summit registrations may be transferred to a co-worker within the same organization who initially registered as an alternative to cancellation. Please submit transfer requests ASAP or by **October 8, 2018** in writing to [wzwi@wellnesscouncilwi.org](mailto:wzwi@wellnesscouncilwi.org) indicating the original registrant and the transfer/new registrant's name and contact information. For registrants who are not in attendance (and do not cancel), electronic copies of materials will be made available via email. Materials handed out at the conference may be picked up by another conference attendee.

WCWI reviews and confirms all registrations for accuracy. Adjustments to credit card transactions and refunds will be processed within 60 days of original transaction as needed.



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