



2019 Annual Conference Cancellation Policy

Purpose

The purpose of this policy is to outline the cancellation policy for the 2019 Wellness Council of Wisconsin (WCWI) Annual Employee Wellbeing Conference and Pre-Conference.

Policy

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

1. Annual Conference and Pre-Conference attendee cancellation notice must be received in writing to wcwi@wellnesscouncilwi.org by **August 1, 2019**; registration fees will then be refunded in full less a \$30.00 processing fee. For cancellation notices received after August 1, 2019, registration fees will not be refunded in any amount. Payment is still required for outstanding invoices.
2. Annual Conference Exhibitor cancellation notice must be received by **August 1, 2019, 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 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 **August 22, 2019** in writing to wcwi@wellnesscouncilwi.org indicating the original registrant and the transfer/new registrant's name, contact information, and dietary restrictions. 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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