

**WCWI's 32<sup>nd</sup> Annual Employee Wellbeing Conference:**  
*Believe. Craft. Cherish. Act.*

**2022 Annual Conference Cancellation Policy**

**Purpose**

The purpose of this policy is to outline the cancellation policy for the 2022 Wellness Council of Wisconsin (WCWI) Annual Employee Wellbeing Conference and Preconference.

**Policy**

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

1. Annual Conference and Pre-Conference attendee cancellation notice must be received in writing to [wci@wellnesscouncilwi.org](mailto:wci@wellnesscouncilwi.org) by **September 9, 2022**. If proper notice is received, registration fees will be refunded less a \$30.00 processing fee. For cancellation notices received after September 9, 2022, 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 **September 9, 2022, and** the exhibit space must be filled by another vendor. When both conditions are met, exhibitor fees will then be refunded less a \$30.00 processing fee. Annual Conference exhibitors who cancel and do not fill their space, regardless of the date of cancellation notice, will not be refunded in any amount.

Annual Conference and Preconference registrations may be transferred to a co-worker within the same organization as an alternative to cancellation. Please submit transfer requests ASAP or by **September 23, 2022** in writing to [wci@wellnesscouncilwi.org](mailto:wci@wellnesscouncilwi.org) indicating the original registrant's name and the transfer/new registrant's name, contact information, and dietary restrictions. For registrants who are not in attendance (and do not cancel or transfer), electronic copies of materials will be made available via email and materials provided 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 the original transaction as appropriate.

---

WCWI'S GUIDING PRINCIPLES

WELLBEING IS SIGNIFICANT • CRAFT THE NARRATIVE • CHERISH GROWTH • BRAVELY ACT TOGETHER  
EMPLOYEE WELLBEING IS A FUNDAMENTAL STRATEGY AND BUSINESS PRIORITY FOR EVERY EMPLOYER OF ALL SECTORS, INDUSTRIES, AND SIZES.