



## **PENNSYLVANIA COLLEGE of EMERGENCY PHYSICIANS**

*ADVANCING EMERGENCY CARE* 

### **Cancellation and Refund Policies for Attendees & Exhibitors**

PACEP hopes everyone who registers for our events will be able to attend; however, PACEP knows extenuating circumstances do occur. The PACEP Cancellation and Refund Policies are as follows:

#### **Cancellation and Refund Policy**

The PACEP Cancellation and Refund Policy is applicable to the annual Scientific Assembly & Ultrasound Course, Residents Days, and other PACEP sponsored events.

- Conference Registration cancelled for an individual or group via written notification **on or before 30 days prior to the first day of the event** is refundable, but subject to a \$50 administrative fee.
- Individual or group registrants cancelling **under 30 days prior to the event** will not receive a refund. The refund and cancellation policy will not be waived.
- Exhibitors Registration cancelled via written notification **on or before 30 days prior to the first day of the event** is refundable, but subject to a \$100 administrative fee.
- Exhibitors cancelling **under 30 days prior to the event** will not receive a refund. The refund and cancellation policy will not be waived.
- If PACEP must cancel Scientific Assembly, Ultrasound Course, Residents Day, or other educational event for any reason, attendees and companies will have two options:
  - Carry over funds already paid to PACEP for the following year's event and at the locked in rate for the current year's event
  - Request a refund of funds already paid to PACEP

PACEP does not assume responsibility for any additional costs, charges, or expenses; including, but not limited to, expenses related to travel and lodging.

#### **Amended Registrant Policy if a PACEP in-person event moves to virtual:**

If a PACEP sponsored, in-person event transitions to a virtual event, PACEP will provide registrants with necessary information as it becomes available. Registrants will have two options:

- Transition to the virtual platform at the rates established for the virtual registrant
- Request a refund of funds already paid to PACEP

**Amended Exhibitor Policy if a PACEP in-person event moves to virtual:**

If a PACEP in-person event moves to a virtual event, we will provide exhibitors with the necessary information as it becomes available, with the goal of assisting them in making sound planning decisions. Companies will have three options:

- Transition to the virtual platform at the rates established for the virtual exhibit
- Carry over funds already paid to PACEP for the following year for your booth space and to lock in the current year's rates
- Request a refund of funds already paid to PACEP (refund will be processed within 30 calendar days)