



## Attendee Cancellation Policy

By submitting your registration, you are confirming you have read and agree to AAOE Policies regarding this registration, refunds, and cancellations as outlined below:

1. Registration is transferable to another qualified individual if submitted in writing to [info@aaoe.net](mailto:info@aaoe.net) until the start of the event.
2. Cancellations received on or before February 4, 2022 will be granted a refund less a \$175 fee.
3. **NO refunds will be issued after February 4, 2022 (12 weeks prior to the conference).**
  - a. AAOE is committed to providing the best education and connections, whether that be in-person, hybrid or virtual. **By completing this form, you verify that you understand AAOE has the right to pivot to a virtual event at any point** based on the current rules, regulations and guidelines set forth by Chicago, (Cook County), Illinois, or the CDC, and any cancellations must be submitted in writing prior to February 4, 2022 to receive any refund.
4. Cancellations or changes must be submitted in writing to AAOE registration services at [info@aaoe.net](mailto:info@aaoe.net) by February 4, 2022.
5. Refund requests should be made in writing by the registrant, or the holder of the credit card used to make the registration by February 4, 2022.
6. If original payment was by credit card, refunds will be credited back to the original credit card used.
7. Refunds will not be available for registrants who choose not to attend (no shows) without providing written requests as outlined in the preceding sections.