

## **CPM EVENT POLICIES**

CPM reserves the right to cancel, postpone, or reschedule events. In the unlikely event of a cancellation, postponement or date change, all attendees will be notified as early as possible and CPM will refund all registration fees paid. CPM will not be responsible for any non-CPM charges incurred by the registrant due to the cancellation of the event. Attendees agree to these terms and conditions by registering for this event. If you have any questions about this policy, please contact [cpm@cpm.org](mailto:cpm@cpm.org).

### **Conference Cancellation by Registrant**

Please note the important information and key dates to cancel your registration.

Email cancellation requests to [returns@cpm.org](mailto:returns@cpm.org).

- 90% refund of registration fee
  - Cancellations received on or before November 15, 2016
- 70% refund of registration fee
  - Cancellations received between November 16, 2016 and December 23, 2016
- 50% refund of registration fee
  - Cancellations received between December 24, 2016 and February 12, 2017
- No refund of registration fee
  - Cancellations received on or after February 13, 2017

### **Conference Substitutions**

If you are unable to attend and have a co-worker who will attend in your place, please email [CPMConferenceSubstitution@cpm.org](mailto:CPMConferenceSubstitution@cpm.org) with the name of the substitute. Substitutions will only be accepted via email from the registrant to [CPMConferenceSubstitution@cpm.org](mailto:CPMConferenceSubstitution@cpm.org).