

Cancellation Policy for In-Person Workshop

We understand that unforeseen circumstances can arise. Our cancellation policy is designed to be fair and accommodating, while also allowing us to effectively manage the event. Please review the following policy carefully:

Refunds

Refunds will be granted only under the following circumstances:

1. **Health-Related Issues:** If a registrant is unable to attend the workshop due to a serious health condition, a refund will be issued upon receipt of a medical certificate or a doctor's note.
2. **Death:** In the unfortunate event of a death in the registrant's immediate family, a refund will be issued upon receipt of appropriate documentation (e.g., death certificate).

Transfer of Registration / Room Reservation

If you are unable to attend the workshop, you have the option to transfer your registration and room reservation to another team member:

- You may transfer your workshop registration and room reservation to another team member at no additional cost. Please notify us in writing at least 7 days prior to the event with the new attendee's details.

Rescheduling to Another Workshop Offering

If you are unable to attend the workshop and prefer to reschedule, you may apply your registration fee to a future workshop offering of the same value within one year of the original workshop date if such a workshop is scheduled. Please notify us in writing at least 14 days prior to the event to make these arrangements.

Non-Refundable/Non-Covered Travel, Accommodation, and Transportation Expenses

We strongly recommend that registrants purchase travel insurance to cover any non-refundable travel expenses. The organizers are not responsible for payment or reimbursement of any travel costs incurred by attendees outside of the workshop and room registration collected during the registration process. Any costs associated with travel delays, transportation, or additional accommodation costs, outside of the workshop and room registration that impact attendance at the workshop are not the responsibility of the organizer to reimburse or cover.

Non-Refundable Reservation

Please be advised that all hotel reservations are non-refundable after Monday, August 26, 2024. Any cancellations or changes to the reservation made after this date will result in the forfeiture of the full amount paid.

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Notification and Documentation

- All requests for refunds, transfers, or applying to another workshop must be made in writing via email to dfinnegan@c-suiteanalytics.com.
- Appropriate documentation (medical certificate, death certificate, etc.) must be provided within 14 days of the request.

Cancellations by Organizers

We understand that hurricanes, health epidemics, and other natural or unforeseen disasters can significantly impact travel plans and event schedules. Our priority is the safety and well-being of all attendees.

Cancelling the workshop is at the discretion of the organizer. In the event of an organizer cancellation, all registrants will be notified via email and through our official website as soon as the decision is made. Please ensure contact information is up to date to receive timely notifications.

If organizers cancel due to any natural or unforeseen disaster, all registrants will have the following options:

- **Registration Refund:** Registrants will receive a full refund of the registration fee.
- **Transfer Registration:** Registrants may transfer their registration to a future workshop offering of the same value within one year of the original workshop date if such a workshop is scheduled.
- **Hotel Reservations:** If the workshop is canceled due to any natural or unforeseen disaster, hotel reservations will be handled in accordance with the stated hotel policies for refunds or transfer to a future date due to a natural or unforeseen disaster.

Personal Cancellations Due to Natural Disasters

If a registrant is unable to attend the workshop due to personal impact from a hurricane, health epidemic, and other natural or unforeseen disaster in their area, they must notify us in writing as soon as possible. The following options will be available:

- **Transfer to Another Team Member:** The registrant may transfer their registration to another team member.
- **Transfer to Future Event:** The registrant may transfer their registration to a future workshop offering of the same value within one year of the original workshop date if such a workshop is scheduled.

Contact Information

For all cancellation-related inquiries, please contact:

Email: dfinnegan@c-suiteanalytics.com • Phone: 407-694-3390

We appreciate your understanding and cooperation. We look forward to seeing you at our workshop and ensuring you have a valuable and enriching experience.