

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 40C)**

**CANCELLATION & REFUND POLICY ON REGISTRATION FEES FOR CONFERENCES,
MEETINGS, SEMINARS, ETC.**

As a general practice in the financing, planning, and conduct of conferences, meetings, seminars, etc., participants are encouraged to register well in advance of the date of such activity. As a general practice those who register well in advance for such activities are able to take advantage of special reduced rate registration fees while those who register "at the last minute" usually pay a slightly higher registration fee.

It is recognized that final plans and arrangements for conferences and meetings are based to a large extent on the number of people that indicate they are planning to participate by registering in advance. To some extent the commitments for final plans and arrangements based on such information involves unrecoverable expense.

It is recognized that there are times when participants who have preregistered may not be able to attend and participate in the activity as planned and must cancel due to circumstances beyond their control. When the circumstances preventing the registrant's attendance are such as to be beyond his control, requests for registration cancellation must be received in writing from the participant before 5:00 p.m. at least 10 business days prior to the event. The cancellation fee is \$50. No refunds will be issued for cancellations submitted less than 10 business days prior to the event.

Substitutions are permitted at any time. However, if non-members replace members, a full registration fee will be charged. The difference in fees will be charged at the registration desk prior to participation in the event.

Adopted by the Florida Engineering Society Board of Directors
February 9-10, 1973

Amended by the FES Board of Directors
December 13, 1984
August 1, 1991

Reaffirmed by the FES Board of Directors
September 21, 1995
July 29, 1999

Amended by the FES Board of Directors
November 7, 2008