

## Participant Registration Cancellation Policy

In the event a participant needs to cancel registration, the following *Participant Registration Cancellation Policy* will apply:

- Registration cancellations will be accepted until noon on the Monday prior to the conference start date.
- Paid fees will be refunded, less a \$25 processing fee.
- No refunds or transfers to future programs will be issued for cancellations received after the deadline.
- **Cancellation requests must be submitted in writing. To cancel, contact the CE Department at [optce@central.uh.edu](mailto:optce@central.uh.edu).**

### COVID-19 Special Circumstances

If you exhibit any symptoms of COVID-19, have tested positive or been diagnosed with COVID-19, or have knowingly been exposed to someone who has or is suspected/presumed to have COVID-19 after the cancellation deadline, **DO NOT ATTEND THIS CONFERENCE**. Contact the CE Department in writing at [optce@central.uh.edu](mailto:optce@central.uh.edu) to qualify for a refund. Paid fees will be refunded, less a \$25 processing fee.

**Notice:** Any participant exhibiting COVID-19 symptoms while in attendance at the conference will be asked to leave the meeting immediately and will forfeit all registration fees.