

## CANCELLATION POLICY

The intent of setting a MACM cancellation policy is to offer potential attendees as much flexibility as possible while ensuring that there are sufficient funds to cover program costs.

A cancellation fee shall be set for each program equal to the per person cost MACM used in setting the registration/conference fee and this fee will not include any costs that MACM is able to avoid paying. The fee shall be imposed when a cancellation request is made after the cancellation deadline. Substitutions may be made at any time up to the start of the event.

All registration materials will include cancellation information and will specify deadlines for cancellation and cancellation fees.

APPROVED by Electronic Vote of the MACM Executive Board 6/5/2013