

## **CHIVA Conference Cancellation Policy**

1. If a registrant is unable to attend conference for any reason they may substitute, by arrangement with CHIVA, someone else from the same institute/organisation.
2. Where the registrant is unable to attend, and is not in a position to transfer his/her place to another person, then the following refund arrangements apply:
3. Registrations cancelled more than 60 days before the event will be refunded 100% of the registration fees.
4. Registrations cancelled less than 60 but more than 30 days before the event will be refunded 50% of the registration fees.
5. Registrations cancelled less than 30 days before the event will not be eligible for a refund.