

## Registration for Trainings and Events

Pre-registration is REQUIRED to reserve your space for trainings and events hosted by ADDP. Your space is guaranteed upon receipt of your payment two days before the event. Registrations are accepted on a first-come, first-served basis. Fees include admission and, at times, light refreshments. Cancellation and refund policies are listed below. No credits for future events accepted. Your cancelled check or credit charge is your receipt. Substitutes may attend with advance notice. For more information, contact us at 508-689-7381.

## Cancellation/Substitution Policy

Because of limited training seating and the difficulties associated with filling empty seats when cancellations are made too close to the training or conference date, ADDP has revised its training and event cancellation/substitution policies listed below.

### Training Cancellation/Substitution Policy

- Unless specifically stated on registration materials, the deadline to receive a refund for your registration is two (2) weeks prior to the event and is subject to a \$25 USD per attendee administrative cancellation fee. Refunds (meeting said deadline) will be credited back to the original credit card used for payment or a check will be sent to the original check address.
- Cancellations received 13 days or less prior to the event will not be eligible for a refund.
- After the cancellation deadline, registration substitutions are allowed at no additional charge IF the request is received in writing at least 3 business days prior to the event.
- Refunds are not available for registrations who choose not to attend an event.
- Cancellations, transfers, and substitutions must be requested in writing to the ADDP office by applicable, stated deadlines via fax (508-689-7381) or email ([pattyames@addp.org](mailto:pattyames@addp.org)).

### Conference Cancellation/Substitution Policy

- Unless specifically stated on registration materials, the deadline to receive a refund for your conference registration is three (3) weeks days prior to the conference and is subject to a \$50 USD per attendee administrative cancellation fee. Refunds (meeting said deadline) will be credited back to the original credit card used for payment or a check will be sent to the original check address.
- Cancellations received 20 days or less prior to the conference will not be eligible for a refund. It is required by our conference venue to guarantee and pay for specific number of attendee meals. Therefore, if you do not cancel your registration within three (3) weeks prior to the conference, payment will be retained.
- Reserved seating (e.g. "TBD tables" of 10 attendees) must be paid in full 30 calendar days prior to conference date to avoid loss of reservation.
- After the cancellation deadline, you can transfer your registration to another person for the same event.
- All cancellations must be requested in writing to the ADDP office by applicable, stated deadline via fax (508-689-7381) or email ([pattyames@addp.org](mailto:pattyames@addp.org)).