

# Cancellations and/or Substitutions for Annual Conference

Last Modified on 03/10/2023 11:30 am EDT

## Cancellations

Thank you for your email and I'd be happy to assist. Confirmed registrants may cancel and receive a full refund (minus a \$225/€206 administrative fee) until 20 October 2023. A completed **cancellation form** must be received in writing via **email** no later than 20 October 2023. Registrants who do not cancel by 20 October 2023 and do not attend will be responsible for the full registration fee.

*\* Note: If a portion of your registration fee is covering HBA membership dues (\$249/€230) this is nonrefundable and nontransferable per the HBA policy.*

## Substitutions

Thank you for your email and I'd be happy to assist. Confirmed registrations may substitute their registration by 20 October 2023. A completed **substitution form** must be received in writing via **email** no later than 20 October 2023. **Substitutions made 21 October 2023 through 6 November 2023 are subject to a \$175/€161 administrative fee.** Substitution to a nonmember will require paid membership to the HBA in addition to the substitution fee.

*\* Note: If a portion of your registration fee is covering HBA membership dues (\$249/€230) this is nonrefundable and nontransferable per the HBA policy.*

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