

Cancellations and/or Substitutions for Annual Conference

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Cancellations

All requests for refunds must be submitted in writing via email to the HBA at hba@hbanet.org by 18 October 2019 and are subject to a \$150 USD admin fee. A completed **cancellation form** must be received via email by no later than 18 October 2019. No refunds are available after 19 October 2018. Registrants who do not cancel by 18 October 2019 and do not attend will be responsible for the full registration fee.

Please note: If a portion of your registration fee is covering HBA membership dues this is nonrefundable and nontransferable per the [HBA refund policy](#).

Substitutions

Confirmed registrations may substitution their registration by 18 October 2019. A completed **substitution form** must be received in writing via email to hba@hbanet.org no later than 18 October 2019. After 18 October 2019, all registration substitutions must be made onsite at the HBA Registration Desk. A completed substitution form must be attached for a substitution requests.

Substitution to a nonmember will require paid membership to HBA in addition to the substitution fees. If a portion of your registration fee is covering HBA membership dues (\$225 USD) this is nonrefundable and nontransferable per the HBA policy.
