REFUND POLICY – SUMMIT 2023

All cancellations must be in writing. If you are unable to attend, a substitution can be made at any time.

* Registrations cancelled before August 1, 2023 will be refunded in full, minus $100 fee for administrative processing.
* Registrations cancelled between August 1, 2023 and September 1, 2023, will be subject to $300 penalty.
* No refunds will be issued for cancellations received between September 2, 2023 and September 21, 2023 unless such a request is in alignment with the Emergency Policy below.

Send cancellations and requests for refunds in writing via e-mail to Emma Couillard at [emma.couillard@admetechfoundation.org](mailto:emma.couillard@admetechfoundation.org).

**Emergency Illness or Death of Registrant or Immediate Family Member**Refunds on September 2 and later may be granted if an attendee is unable to attend the conference due to a family death, illness, or other extraordinary circumstances.  In such circumstances, Emma Couillard must be contacted by e-mail (see above). Refunds will be subject to $100 processing fee.