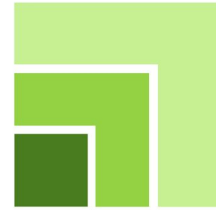


IOPO



Institute of Professional Organisers

IOPO Conference - Refund and Cancellation Policy

Refunds

We understand that unexpected circumstances can arise after committing to attend conference. In order to try accommodate this, we have the following refund policy:

- 90+ days notice received prior to conference start date - 80% of the registration fee received will be refunded
- 89-60 days notice received prior to conference start date - 50% of the registration fee received will be refunded
- 59 days or less notice received prior to conference start date - no refund will be given

Changes or Cancellation

If due to any circumstances we are required to cancel or change the conference date or location, and in the instance that registration fees have been received, we will endeavour to find a suitable substitute date/location. Where we are unable to find a suitable substitution, we will refund registration fees.

In the event of the above occurring, in the instance that registration fees have not been received, no substitute arrangements will be made.

We will not be liable for costs for accommodation or travel in any instance.

This policy is subject to change without notice.