



Chapter Event Cancellation policy
<Policy ID#> EVE004
Status: Approved
Date: September 27, 2010

Policy Statement:

The Fort Worth Chapter of PMI must maintain a cancellation policy for all Chapter events in order to properly plan for catering, venue expenses and marketing efforts. This policy applies to attendees but does not apply to speakers, presenters or instructors.

Event cancellation by Chapter:

The Fort Worth PMI Chapter reserves the right to cancel an event due to low enrollment, inclement weather or other circumstances which would make the event non-viable. If the Chapter cancels an event, all efforts will be made to provide sufficient notice and paid registrants will be given a full refund.

Cancellations of any associated travel reservations (airfare, hotel, car rental etc.) are the responsibility of the attendee.

Event cancellation by a registered attendee:

Individuals must cancel their paid registration by noon three business days prior to an event to qualify for full refund. Cancellations received without sufficient notice or those who no-show are not entitled to a refund. Any exceptions to this policy will be at the sole discretion of the VP of Finance and requests for refund must be received within 30 days after the event

Notification of Cancellation

Cancellation must be received in writing (letter or email, etc.). Each registered attendee may cancel his or her own registration via the Chapter website per instructions provided.

Definitions:

Attendees are those who have registered and paid for a specific Chapter sponsored event.

Associated Procedures:

Fill in the table below as shown.

Procedure ID	Title	Purpose / Description
	Web-based event cancellation procedure	

References:

In this section, please indicate reference materials, documents or website links associated with this policy. For example, PMI GOC related reference materials