



## **Public Policy and Advocacy Summit**

### **Cancellation & Refund Policy:**

- Conference fees are due in full at the time of registration.
- If cancellations are made 61 days or more before the conference start date, a 75% refund of the total fees paid will be provided. (until July 16)
- If cancellations are made between 46 and 60 days before the conference start date, a 25% refund of the total fees paid will be provided. (July 17- July 31)
- No refunds will be provided for cancellations made 45 days or fewer before the program's start date; however, in cases of medical emergency, urgent family emergency, or school crisis, the event registration may be transferred to a Board member or other staff member, OR fees may be applied to the 2026 Summit. (August 1- September 15)

### **Please note:**

- Refunds will be issued to the original payment method.
- Cancellation requests must be submitted in writing to [PPLASummit@acsi.org](mailto:PPLASummit@acsi.org)
- Refunds will be processed within 14 days of the cancellation confirmation date.
- If regional or global circumstances affect the Public Policy and Advocacy Summit, the PPLA team will communicate whether the event will be transitioned to a virtual event, rescheduled, or canceled. In these circumstances, refunds will be issued [according to the number of days prior to the event listed above] if an alternative option is not available. If an alternative option is provided, then the above cancellation policy applies.

This policy aims to ensure fairness to both participants and the program organizers, allowing for adequate time to manage resources and accommodate changes.