



PM Symposium Event Refund/Cancellation Policy

Event Cancellation by PMI Chicagoland Chapter

- The PMI Chicagoland chapter (PMICLC) reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable.
- If PMICLC cancels an event, registrants will be offered a full refund.
- Should circumstances arise that result in the postponement of an event, PMICLC has the right to either issue a full refund or transfer registration to the same event at the new, future date.

Registration Cancellation by Participant

- Unless specifically stated on registration materials, the deadline to receive a full refund for your registration is 20 business days before the event, 50% refund is 10 business days before the event and 25% refund is 5 business days before the event. A US\$25 processing fee will be deducted per participant from the registration fees paid.
- Cancellations received after the stated deadline will not be eligible for a refund.
- Refunds will not be available for registrants who choose not to attend an event.
- Cancellations will be accepted in writing only and must be received by the stated cancellation deadline.
- All refund requests must be made by the attendee or credit card holder.
- Refund requests must include the name of the attendee, registration confirmation and/or transaction number, mailing address with check payable to information since the refund will be made via check.
- In case of one attendee's cancellation in the Corporate or group registration, \$75 processing fee will be deducted per participant from the registration fees paid. If more than two cancellations from the Corporate or group registration, the remaining three members will be charged at an individual registration price and a US\$25 processing fee will be deducted per participant from the registration fees paid. This due will be adjusted in the paid registration fee prior to refund any amount.
- No registration substitutions or transfer option available.
- Refunds will be made via check. Please allow 2-4 weeks for a check to be mailed to your address upon cancellation request.
- These above policies apply to PMICLC PM Symposium unless otherwise noted in the corresponding event materials. Please read event information thoroughly.

If you have any questions, comments or concerns, please reach out to **PM Symposium Registration Project Manager** at SymposiumRegistration@pmichicagoland.org.