

## Event Refund/Cancellation Policy

### EVENT REFUND/CANCELLATION

#### Registration Policy

MedTech accepts registrations on a first-come, first-served basis and may be required to cap participation due to resources, facilities or event structure.

#### Registration Fees

The registration process is final when full payment is received for the event fee. All registration fees must be paid in advance of the event. Registration fees include the cost of all event materials, access to presentations (when available), event-related meals and receptions, unless otherwise noted. Visa and Master Card are accepted online. Checks are also accepted.

#### Transfers

Individuals may transfer their registration to another member of their organization prior to an event. Transfers must be requested at least one business day prior to the event and are effective upon email confirmation from a member of the MedTech staff.

#### Cancellation Policy / Refunds

MedTech reserves the right to cancel an event due to low enrollment, weather, speaker availability or other circumstances which would make the event non-viable. If MedTech cancels an event, registrants will be offered a full refund. Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or to transfer registration to the same event at the new, future date.

Registrant cancellations must be received no later than 10 business days prior to the date of the event unless otherwise noted. Cancellations will be accepted via phone, fax or e-mail, and must be received by the stated cancellation deadline. 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. All refund requests must be made by the attendee or credit card holder. Refunds will be credited back to the original credit card used for payment.

Please contact MedTech directly with any questions:

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