



Michigan Public Safety Telecommunications

Annual Conference

REGISTRATION CANCELLATION POLICY

The Michigan Public Safety Telecommunications 911 Conference Committee ensures that the annual conference is held with solid fiscal management and budgeting. The Cancellation Policy deals with cancellation requests from individuals who have submitted a registration and fees for the conference.

Requests received fourteen (14) days or greater out from the beginning of the conference will have 100% returned, with the exception of the following:

1. Administrative registrations fee incurred by the Conference will not be returned.
2. Requests received less than fourteen (14) days out from the conference will not be refunded, with the exception of the following:

A formally declared state of emergency by the State of Michigan, the county, the local municipality hosting the conference, or the local municipality that the attendee is traveling from results in an inability to attend the conference. In such circumstances a copy of the declared emergency must accompany the request for reimbursement to the Conference Treasurer. The reimbursement amount shall not exceed 50% of the cost of registration.

A substitute/alternate attendee from the agency will be accepted without penalty provided a written request is submitted to the Conference Treasurer prior to the first day of the conference.

Requests for refunds must be received in writing by the Conference Treasurer with the reason for the cancellation request.