



Cancellation Guidelines

Event Date: May 22nd – 23rd, 2024

Registration opens: June 16th, 2023

Registration closes: May 8th, 2024

We are looking forward to gathering with you in Memphis, and we plan to do so with the health, safety, and well-being in mind of all who attend.

Payment

The participant's cost center will be collected prior to the conference and charged after the event via internal transfer. If the participant withdraws from the event, the cost center will be charged as detailed below.

Cancellation Dates

The participant's cost center will not be charged if cancellation is made on or before **April 19th, 2024**.

The participant's cost center will be charged 50% of the conference rate if cancellation is made between **April 20th, 2024, and May 7th, 2024**.

The participant's cost center will be charged 100% of the conference rate if the cancellation is made on or after **May 8th, 2024**.

In the event UT System Human Resources, Employee and Organizational Development cancels the conference due to unforeseen circumstances, EOD will refund the cost of registration.

"Unforeseen Circumstances" Defined

"Unforeseen circumstances" is used to describe an event that is unsuspected and prevents UT System HR, EOD from continuing with the conference. Examples of such circumstances can include, but are not limited to, inclement weather or other natural disasters, site unavailability, technology challenges, presenter absence, and COVID-19 related events.

COVID-19 Clause

We know uncertainty exists around events in the age of a pandemic. This is our approach to accommodating those who are ill:

If you are unwell, we will offer a cancel-on-the-day refund. **If you are showing COVID-like symptoms, we will offer you a full refund with no questions asked.**