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## Event Cancellation Policy

All Life Sciences Trainers & Educators Network (LTEN) event registration cancellation, transfer, refund, and/or voucher requests must be received in writing by LTEN ten business days prior to the start of the event. LTEN will issue a full refund for cancellations received in writing ten business days prior to the event less a \$250 administrative fee. LTEN also offers the option to transfer the registration to a co-worker at any time, or receive a voucher to attend another LTEN event. Vouchers will remain valid for one year from the issue date. Nine business days prior to the event LTEN will issue a refund of \$500 for cancellations requests not interested in obtaining a transfer or a voucher. No refunds, credit vouchers, or transfers will be issued for no-shows, or for those LTEN did not receive written requests to alter their registration prior to the day of the event. This includes cancellations due to weather, travel delays, or other causes. LTEN recommends that registrants allow for unexpected delays when making travel plans.

To receive a refund or voucher, please email your request to Christine Gaudet at [cgaudet@L-TEN.org](mailto:cgaudet@L-TEN.org).

Please note: If LTEN cancels an event, we are not responsible for non-refundable travel arrangements including air, hotel, or other travel costs made by the participants.