

### **ILGISA Annual Conference Cancellation Policy**

By submitting this registration, I understand that the following refund and cancellation policy applies: If a registrant cannot attend, he/she may send a substitute. If a substitute cannot be found and the registrant does not plan to attend, the registrant must request a refund by the deadline in order to receive a full refund. Partial refunds will not be issued. Cancellation and refund requests must be received in writing by email, fax or mail no later than **September 16th, 2016**. Cancellations after **September 16th, 2016** and no-shows are responsible for the full registration fees. Registrants that cancel or fail to attend without paying the required fee will be invoiced and collection pursued. Partial refunds will not be issued. ILGISA reserves the right to modify the agenda and/or speakers, cancel the conference due to low enrollment or close registration if full. If you are unable to attend, please contact ILGISA at [contact@ilgisa.org](mailto:contact@ilgisa.org) or 630-942-6584.