

## **Society for Industrial Archeology (SIA) Conference & Tour Refund Policy**

This policy applies to payment for the entire registration or to any separately-priced event, such as the banquet, that is part of the event schedule.

All refunds require written notice of cancellation be made to the Events Coordinator or to SIA headquarters before the event. Initial notice of cancellation may be made by phone or in person but must be followed up with a written refund request.

If the registrant cancels for any reason and notifies the SIA *before the registration deadline of the event*, full payment will be refunded.

If notified after the registration deadline, refund will depend upon costs incurred and the ability to re-sell the space. It is possible that no refund will be made.

In the case of cancellation due to illness or family emergency after the deadline, a reasonable attempt will be made to refund the full amount paid. Partial payment may be deducted for costs incurred if the space cannot be re-sold. Refund may be contingent upon producing documentation of the emergency, such as a doctor's note.

No-shows will receive no refund.

If the SIA cancels an event, full refund will be made to all registrants.

Refunds may be held until all bills for the conference or tour have been paid. This may take up to 60 days after the event.

A service fee of 10 percent will be deducted from any refund.

Dues or donations paid at the same time as registration fees are not refundable.