

### **2022 Registration & Cancellation Policy:**

- Registration is not confirmed until payment is received. Reservations may be subject to cancellation or an increase in fees if payment has not been received by the early registration date.
- Cancellations by registrants must be made by email or in writing to the MACCA Board (see contact information below). Please note that the lodging reservation must be cancelled directly with the conference center according to their cancellation policy.
- Substitutions are welcome to replace a registrant with no additional costs.
- Cancellations made by:
  - September 30 will receive an 85% refund.
  - October 31 will receive a 50% refund.
  - No refunds will be made after October 31 or for on-site late registrations.
  - If you are not able to attend due to a positive COVID test and are not able to send someone in your place, we will refund your registration at 85%.
- If there are sudden extenuating circumstances that are beyond a MACCA member's control that make it impossible for the member to attend the conference or to send someone in their place, a member can petition the MACCA Board for an 85% refund. A letter or email explaining the circumstances should be sent to the president no later than 2 weeks after the conference. The president will then make a recommendation to the board for a vote.

### **Contact MACCA**

- Email: [registermacca@gmail.com](mailto:registermacca@gmail.com) or
- mail: 2600 Willow Street Pike N., PMB 253, Willow Street, PA 17584