



December 2008

Meeting Registration Cancellation Policy

ANNUAL CONVENTIONS – The cancellation deadline can be found on the registration form. After the cancellation deadline, there will be no refunds for cancellations of any type or for no-shows. A processing fee of \$50 for each individual cancellation will be assessed. After the prepaid registration deadline, cancellation of registration (for any reason) will not be refunded.

- Name badges and institute tickets are nontransferable. Replacement of names must be completed by the prepaid registration deadline. No name switches or replacements will be accepted after the prepaid registration deadline or on site.

Returnable name badges and tickets should be received by the prepaid registration deadline, and addressed to International Reading Association, c/o Annual Convention Refund Request, PO Box 6021, Newark, DE 19714-6021, USA.

REGIONAL CONFERENCES – Written requests for meeting registration refunds must be received at the International Reading Association by the cancellation deadline written on the registration form. Written requests can be e-mailed to customerservice@reading.org, or faxed to 302-737-0878, or mailed to International Reading Association, Refund Request, PO Box 6021, Newark, DE 19714-6021 adhering to the cancellation deadline. A processing fee of US\$50 for each individual refund will be assessed. After this date, there will be no refunds for cancellations of any type or for no-shows.