



2018 AAPMD Meeting Cancellation Policies

Registration Cancellation Policy: Meeting cancellations requested by **October 8, 2018** will be subject to a \$75 service charge. After that date, no refunds will be given. Workshops cannot be re-funded or exchanged after **October 8, 2018**. Conference organizers cannot be responsible for travel difficulty due to road or weather conditions. Sponsors cannot be responsible for travel difficulty due to road or weather conditions. A Meeting by Design strongly recommends the purchase of travel insurance with [Travel Guard International Travel Insurance](#).

Hotel Cancellation Policy: All hotel reservations require a one-night deposit to be collected at the time of booking. All cancellations requested prior to October 8, 2018 will receive a refund for the one night deposit. Cancellations after this date are non-refundable. There is a \$2 per room per day suggested housekeeping gratuity, but it is at the discretion of the individual guest. Upon check-in at the hotel, your credit card will be charged for your stay as well as pre-authorized \$100 per night for incidentals. Early departures will result in extra payments. Check in time is 3pm and check out time is 12pm, noon. Lodging requests/preferences are not guaranteed and are strictly based upon hotel availability. Requests are fulfilled on a first come, first served basis. All hotel rooms should be booked through our authorized agent on record: A Meeting by Design. If any other party tries to reach you from a number that is not from A Meeting by Design please report them.

Registration Agent of Record: A Meeting by Design has been selected as the Registration Booking Agent for the AAPMD conference. All invoices and correspondence will come from A Meeting by Design; please add info@ameetingbydesign.com to your safe sender list in order to receive important conference information and updates.

Disclaimer: By acknowledging this disclaimer, A Meeting by Design may contact you regarding conference reservations via the phone number, fax, and/or email address that is provided during registration.