

## Registration Policies & Procedures

### Substitutions and Transfers

Event registration substitutions (i.e., replacing one individual with another individual for the same event) will be granted if written notice and a replacement registration form is received (by email or fax ONLY to +1 813 472 5531) no later than 15 days prior to the event date. If the request is received less than 15 days prior to the event, a substitution fee of 50 USD will be applied and we cannot guarantee that the participant's name will be included in the event roster.

A transfer of one individual from one event to another event will be granted if written notice and a replacement registration form is received (by email or fax ONLY) no later than 15 days prior to the event date. A transfer fee of 50 USD will be applied.

### Cancellation

***NOTE: If you cannot participate due to the COVID-19 impact, cancellation fees will be waived.***

Event cancellations received at least 30 days prior to the event start date will be refunded with no penalty. If written cancellation notice is received (by email ONLY) 29-15 days prior to the event date, event credit less the cancellation fee of 250 USD will be granted. **EVENT CREDITS WILL NOT BE GRANTED AFTER THIS DATE.** Please allow 2–4 weeks for processing. Webinars require at least 72-hour notice for a full credit while on-demand program registrations are not eligible for an event credit or refund.

All written requests should be sent to [registration@aacsb.edu](mailto:registration@aacsb.edu).

### Please Note

AACSB International is not liable for any related financial loss, theft, property damage, or personal injury resulting from registering for or participating in, attending any or all functions at the event, and traveling to and from the event. The total amount of any liability of AACSB International will be limited to a refund of registration fees collected, less the cancellation fees.

AACSB International reserves the right to cancel any event. In the unlikely event that AACSB International must cancel an event, all paid registrants will be given an opportunity to transfer to another AACSB event, or receive a full refund upon written request. AACSB International assumes no responsibility or liability for any other costs incurred by participants related to registration and/or travel. No unauthorized pictures, video or audio taping of sessions is allowed.