

## **Cancellations, Changes and/or Refunds for Conference Registrations**

Substitutions are encouraged but in the event a cancellation of a conference registration is required, CEO must receive your notification in writing.

If you need to cancel a conference registration, CEO must receive your notification in writing. Cancellations received in writing postmarked/email date stamped prior to September 24, 2009 will be subject to a US \$25 processing fee. Cancellations received in writing postmarked/email date stamped September 24 - October 10, 2009 will be subject to a US \$35 processing fee.

Refunds will not be granted after October 10, 2009. Refunds will not be given for "no - show" attendees and partial refunds will be given for portions of the registration not being used. All refunds will be processed after the conference.

Cancellation notices can be mailed to CEO Headquarters at:

815 W. Van Buren Street, Suite 400 (M/C 244)

Chicago, IL 60607

[CEOregistrationquestions@c-e-o.org](mailto:CEOregistrationquestions@c-e-o.org)