

 InformOntario	<b>Policy for:</b>  Symposium Fees Reimbursement	
<b>Prepared by:</b> Administration <b>Update: March 25, 2017</b>	<b>Approved by:</b> InformOntario Bd	<b>Revision Schedule:</b> - annually (Jan)

### **FUNCTION**

To provide process for any remunerations of registration fees at annual Symposium **UPON REQUEST**, and accommodation refunds if necessary and appropriate.

### **ELIGIBILITY**

The InformOntario annual Symposium operates on a modest budget. It is anticipated that all registrations are submitted with the intention by participant(s) to attend the event. All accommodations and food service arrangements are based on registration numbers. No refunds will be provided based on non-attendance unless reason for absence meets exceptions criteria.

### **REIMBURSEMENT CRITERIA**

#### **Registration Reimbursements**

Registration reimbursements must be requested in writing within 5 days prior to the event, and are reviewed on a case-by-case basis.

Exceptions to the no refund policy will be considered under **extenuating circumstances**, such as:

- attendee under doctor's orders to curtail activities
- illness or death of family member
- attendee on strike

Any reimbursements will be subject to a \$50 administration fee.

#### **Accommodations Reimbursements**

This procedure only applies when InformOntario coordinates the accommodations for attendees.

Any possible reimbursements will be based on facility's cancellation policy. If IO is charged for unused reserved accommodations, then the attendee does NOT receive reimbursement. If IO is not charged for the cancelled accommodations, then the attendee can be reimbursed.

### **NOTIFICATION PROCESS**

#### **Statement on Registration Form**

Registration form must include a deadline date for notification of any cancellations and state any penalties related to registration and/or accommodations.

### **RESPONSIBILITY**

- Symposium Committee
- InformOntario Board of Directors