

<i>Policy #:</i>	18	<i>Origination Date:</i>	2014
<i>Subject:</i>	Cancellation of Events	<i>Date of Last Revision:</i>	September 2015

In the event of a cancellation, the following should take place:

- Cancellation of an event by the Program Director must be received in writing to the Programs Manager and CME Director. No other parties should be notified of the cancellation until approved by the OCME. Inova CME reserves the right to cancel an event due to low enrollment, inclement weather or other circumstances which would make the event non-viable and will contact the Program Director prior to formal cancellation. In the event of inclement weather, a decision to cancel the event will be made as soon as possible.
- If an event is cancelled, a notice will be issued on the conference website and an email will be sent to all registrants. If Inova CME cancels an event, all registrants will be offered a refund. If an event is postponed, registrants will have the option of a refund or transfer of registration to new event date. The Activity cost center will be charged back for any cancellation fees and expenses incurred by the OCME. All fees will be discussed during the initial cancellation request. The Program Planning Committee will be responsible for contacting all speakers and exhibitor representatives regarding the cancellation. This will be followed with a formal cancellation letter to all speakers and exhibitors by the OCME.

- If a CME event is cancelled, all funds received from grants and exhibitors will be returned within 30 days following the cancellation date. CME reserves the right to withhold applications, current RSS's and all CME activity from the sponsoring department should this policies above not be followed.

