

# R7HSA LEADERSHIP CONFERENCE CANCELLATION POLICY

Cancellations received in writing three weeks prior to the first day of the event, will be assessed a \$75 processing fee per registrant. After that date, substitutions will be allowed but no refunds will be given (see below for substitution policy). Registration fee is due in full for no-shows. To cancel your registration, please email your request to Donna Veatch @ donna@r7hsa.com

## *Substitution Policy:*

Substitutions for R7HSA events are permitted; however, notification must be received in writing with the subject line: “Conference Substitution.” In the body of your email, send the name of the original registrant and the name of the person substituting to R7HSA at donna@r7hsa.com by the published registration deadline. Substituting attendees must register through the R7HSA Registration Platform to ensure R7HSA event policies have been reviewed and agreed to where applicable.

For in person events, substitutions can also be made on-site at the event registration desk. All changes, including name updates and editing information, can be done on-site. If a substitute attendee is coming to replace a pre-registered attendee, they will sign for the items of the pre-registered attendee and receive a new badge on-site. If you have further questions, contact Donna Veatch at donna@r7hsa.com.

REGION VII HEAD START ASSOCIATION **2022 LEADERSHIP CONFERENCE**



Region VII Head Start Association  
IOWA | KANSAS | MISSOURI | NEBRASKA

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