



Cancellation Guidelines

Event Date: May 21st – 22nd, 2025

Registration opens: May 23rd, 2024

Registration closes: May 7th, 2025

Payment

The participant's account number will be collected prior to the conference and charged after the event via internal transfer. If the participant withdraws from the event, the account will be charged as detailed below.

Cancellation Dates

The participant's account will not be charged if cancellation is made on or before **May 7th, 2025**.

The participant's account will be charged 50% of the conference rate if cancellation is made between **May 8th, 2025, and May 14th, 2025**.

The participant's account will be charged 100% of the conference rate if the cancellation is made on or after **May 15th, 2025**.

In the event UT System Human Resources, Employee Engagement and Organizational Development (EEOD) cancels the conference due to unforeseen circumstances, EEOD will not charge the account.

"Unforeseen Circumstances" Defined

"Unforeseen circumstances" is used to describe an event that is unsuspected and prevents UT System Administration HR, EOD from continuing with the conference. Examples of such circumstances can include, but are not limited to, inclement weather or other natural disasters, site unavailability, technology challenges, and presenter absence.