



EVENT CANCELLATION & REFUND POLICY

The following policy covers all meetings and events organized by The Philadelphia Society and applies to all circumstances. Please carefully review the following when booking.

By registering to attend a meeting or event of The Philadelphia Society, you understand that The Philadelphia Society works diligently to use resources efficiently and that changes, substitutions, and cancellations incur expenses; you agree to the following:

Registration and Attendance

Event attendance is open only to members and their invited guests and so are non-transferrable. Your registration is not complete until full payment is received. If you cannot attend the event, please contact us.

Cancellation

If you must cancel your registration for a meeting or event, please notify The Philadelphia Society via email or by calling our office. If we receive a cancellation request, we will process as below:

- All refunds are subject to a USD\$50.00 administrative fee.
- If cancelled up to 4 days (96 hours) prior to event start, 100% of the registration fee (less the administrative fee) will be refunded
- If cancellation is received within 4 days of the event start, no refunds will be issued but registration fee will be converted to a donation to The Philadelphia Society.

For All Events

This policy applies to all circumstances including any Covid-19 or other pandemic related reasons. Covid-19 and its consequences are no longer unforeseen thus our extended support has ended and our cancellation policy will apply as usual.

All participants acknowledge that changes in itinerary, location, content, host or other arrangements may happen with little or no notice before the event date, in response to reasons including but not limited to: weather events, security events, closed borders, public health scares, host or team sickness or injury. The Philadelphia Society reserves the right to do so at any time, although we will make every attempt to make decisions jointly with the participants.

It may be necessary to cancel an event for reasons beyond our reasonable control. If The Philadelphia Society is required to cancel an event, we will offer you the choice of either: (a) a refund for the paid amount minus a 10% administrative charge; or (b) credit for a future event of your choice subject to availability, to be used within 12 months from the notice, up to the original registration value; or (c) conversion of registration fee to a tax-deductible donation to The Philadelphia Society.

In such cases, our liability is limited to refunding the fees according to the policy above for the affected event. Beyond that, we shall not be liable for any costs or loss resulting from changes or cancellation as a result of an event outside our reasonable control.

We reserve the right to return the payment and refuse acceptance of the booking at any time, for any reason, at no penalty to us.

Any refund due, once approved, will be issued within 30 days of receipt of the cancellation notice to your original payment method.

Our contact details can be found in each booking confirmation email and on our website www.phillysoc.org. If you have any other questions, please contact us.