

## **LPPDE Cancellation Policy**

Version 1.2, date 2016-10-30

### 1. Cancellation by participants

Full refund of conference and workshop fees will be made for reservations cancelled no later than eight weeks prior to the start of the conference.

For cancellations

- 6-8 weeks prior to conference start, 75% of the fee is refunded
- 4-6 weeks prior to conference start, 50% of the fee is refunded
- 2-4 weeks prior to conference start, 25% of the fee is refunded
- 2 weeks or less prior to conference start, no refund is made

We are always willing to consider a substitute for the original applicant at no extra cost. Cancellation or substitution must be made in writing.

### 2. Cancellation by LPPDE

A conference or another activity which is either part of a conference or is a standalone arrangement, e.g. an excursion, a study visit, a web class or a workshop can be cancelled by LPPDE until one week before the advertised start of the activity. In such a case an alternative will be offered or money refunded.