

Conference Attendee Refund Eligibility Guidelines

Dear [Attendee Name],

Thank you for attending the [Conference Name]. We value your participation and understand that circumstances may arise that require you to seek a refund. Below are the guidelines outlining the eligibility for refunds:

Refund Eligibility Criteria

- Requests for refunds must be submitted by [Refund Request Deadline Date].
- To qualify for a refund, attendees must provide proof of cancellation, such as a doctor's note or travel documentation in case of emergencies.
- Refunds will not be issued for no-shows.
- All refunds are subject to a [percentage]% processing fee.

How to Request a Refund

1. Complete the refund request form available on our website.
2. Email the form to [Support Email Address] with the subject line "Refund Request - [Your Name]."
3. You will receive confirmation of your refund request within [Time Frame].

For any further questions or concerns, please do not hesitate to contact us at [Support Email Address] or [Support Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Conference Organizing Group]