

## EVENT CANCELLATION & REFUND POLICY

### PURPOSE

The BC Anesthesiologists' Society (BCAS) designs and hosts custom-designed educational and networking events for our members. Significant time, effort, and resources are invested into every aspect of these programs to ensure they provide value and meet the unique needs of our members. For this reason, it is important to balance costs incurred by BCAS when a registration is cancelled.

#### Cancellations by Participants

- **More than 14 days before the event:** Full refund of registration fees.
- **Within 14 days of the event:**
  - If a waitlist exists and cancelled spot can be filled, a full refund will be issued.
  - If no waitlist exists, participants are encouraged to find a replacement to transfer their spot. A full refund will be issued once the replacement has registered.
  - If no replacement is found, refunds may be subject to an administrative fee or may not be available, depending on event costs already incurred.

#### Cancellations on the Day of the Event

- Refunds will generally not be available for same-day cancellations unless exceptional circumstances apply.

#### Cancellations by BCAS

- If BCAS cancels an event, participants will receive a full refund of registration fees.

#### Compassionate Consideration

- BCAS recognizes that unexpected emergencies can occur. Refund and registration credits for future use with BCAS events will be considered and reviewed on a case-by-case basis with a commitment to compassion and fairness.