



The Association for Preservation Technology International  
*L'Association internationale pour la préservation et ses techniques*

## Cancellation Policy for Webinars and Workshops

### Webinars

#### Cancellation by Attendee

Cancellations must be made in advance and in writing via email ([sandra@apti.org](mailto:sandra@apti.org)) and will be honored as follows:

- Webinar registration fees are refundable in full if submitted no later than seven (7) days before the scheduled webinar time.

If an attendee is unable to attend the webinar and the cancellation deadline has passed:

- Webinar fees will not be refunded. If recorded, a link will be emailed to the attendee after the webinar has concluded, typically within one (1) business day of the webinar.
- Refunds are not granted due to attendee technology issues. It is the attendee's responsibility to test their computer setup prior to the start of the webinar. If a technical failure at the attendee's home or workplace prevents access to the live webinar, they are not eligible for a refund.
- If the technical problem is due to APT's error, APT will issue a refund.

#### Cancellation by APT

If, due to unforeseen circumstances, a webinar is canceled by APT, all registered attendees will be notified via email as soon as possible after the cancellation about a refund or credit towards a rescheduled webinar.

### Workshops

#### Cancellation by Attendee

All notices of cancellation should be sent to Sandra Sanchez Pierre at [sandra@apti.org](mailto:sandra@apti.org).

If a registrant withdraws more than two (2) weeks prior to the first day of the workshop, registration is refundable, minus a 20% cancellation fee.

Registration fees are non-refundable within two (2) weeks prior to the first day of the workshop. Extenuating circumstances may be considered, minus a 50% cancellation fee.

#### Cancellation by APT

If, due to unforeseen circumstances, a workshop is canceled by APT and/or its workshop partner(s), all registered attendees will be notified via email as soon as possible after the cancellation about a refund or credit towards a rescheduled workshop. APT accepts no responsibility in such cases beyond the refund of workshop registration fees.