



EVENT CANCELLATION & BILLING POLICY

EVENT CANCELLATION POLICY:

- Participant space is limited; therefore, if you cannot attend, please allow room for others to participate by canceling your registration as soon as possible.
- If you are unable to attend an event for which you are registered, you must cancel or transfer your registration 12 business days prior to the start of the event. To cancel or transfer your registration, please submit an email to P4A at events@p4a.org and include the registrant's name, program name, and event date.
- If you do not cancel prior to 12 business days, or if you are a "no show" to an event, you will be charged a late cancellation / "no show" fee equal to the cost of the event registration.
- The intention of the 12-day cutoff and late cancel fee is to encourage registrants to register only for events they intend to attend, and to defray costs incurred by late cancellations.

EVENT BILLING POLICY:

- AAA Membership Agencies: Prepayment is not required. We can bill your agency after the meeting.
- Non-AAA Agencies: Payment is required at the time of registration.
- If an invoice is required in advance, please P4A's administrative team at (717) 541-4214 or info@p4a.org.
- When making payment, please write the check out to 'P4A' and mail it to:
 - P4A, 525 South 29th St., Harrisburg, PA 17104.

PDA LMS cancellation and billing policy is subject to change.