



Ohio ACTE Registration and Event Policies

Ohio ACTE strives to provide relevant, useful and constructive information/knowledge through our organization and related organization's professional development and meeting opportunities. There are capacity limitations for all events, and space is reserved for all who register online, up to the maximum capacity for the event.

By registering for an event, you agree to the following policies:

Once an online registration is received, payment is due and payable right away. Payments can be made through credit card or check. Purchase orders are accepted, but registrants must submit the appropriate paperwork to their organization for payment. Payments are not considered paid until the actual payment is received.

Cancellation, Refund & Substitution Policy

Refunds are provided based on the following schedule:

31 days prior to event: \$25 processing fee

16-30 days prior to event: \$50 processing fee

1-15 days prior to event: No refunds

Submit all cancellation requests to Ohio ACTE via email at membership@ohioacte.org. All registration cancellations and refund requests must be made in writing and if within the timeframe of the policy will be remitted in the same form as the payment was received. Allow 30 days for cancellations to be processed.

Refunds are not granted 1-15 days prior to an event, to include no-shows.

Substitutions are accepted at any time. Substitutions must be submitted prior to the event via email to membership@ohioacte.org. Include the original registrant and email address and the substitute registrant and email address. Onsite substitutions must include a written substitution request from the original registrant.

Badge sharing, splitting, and reprints are strictly prohibited.

Event Cancellation or Postponement

Ohio ACTE reserves the right to modify, postpone/reschedule or cancel programs for any reason, including but not limited to emergency, inclement weather or other 'acts of God'. If there is an event cancellation, every attempt will be made to reschedule, and registration fees will be applied to the rescheduled event date.

Any travel, lodging, or incidental expenses incurred related to a cancelled event cannot be refunded under any circumstances.

Consent to Use of Photographic Images

Registration and attendance at, or participation in, Ohio ACTE meetings and other activities constitutes an agreement by the registrant to the use and distribution of the registrant or attendees' image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities by Ohio ACTE and other third parties, including but not limited the venue, the host city and the host CVB.