



## **11<sup>th</sup> Caribbean Conference on Comprehensive Disaster Management**

### ***Cancellation/Refund Policy***

In the event of an emergency, requests for refunds subsequent to cancellations will be considered. **All requests for refunds must be made in writing.** Requests may be emailed, or faxed (contact information below) and addressed to the Chief Accountant. Telephone requests **will not be** honoured.

To receive a refund, the CDEMA Coordinating Unit must be in receipt of the written request no later than **Friday, October 18<sup>th</sup> 2019**. An administrative fee of US\$100, per person will be charged on all refunds. **No request for refund will be accepted after Friday, October 18<sup>th</sup> 2019.**

*Substitution Policy:* Registrants may send a substitute in their place in lieu of requesting a refund.

**To request a refund or modify an existing registration, please contact:**

The CDEMA Coordinating Unit  
Resilience Way, Lower Estate  
St. Michael  
Barbados  
**Att: The Chief Accountant**

E-mail: [accounting@cdema.org](mailto:accounting@cdema.org) and [conferencecoordinator@cdema.org](mailto:conferencecoordinator@cdema.org)  
Fax: (246) 271-3660

*Refunds will be issued approximately 4-6 weeks after the conclusion of the conference*