American Art Therapy Association’s
2020 Annual Conference Cancellation and Refund Request

Information Related to Cancellation Due to Covid-19: At this time AATA has no plans to cancel or reschedule the 2020 annual conference to be held in Washington, DC, October 29 to November 1, 2020. We are closely monitoring the Covid-19 situation. In the event that AATA cancels the conference due to Covid-19, AATA will identify other delivery methods for the conference material, such as virtual. If AATA cancels the in-person conference, or if an attendee cancels their attendance for any reasons related to Covid-19, the following options will be available:

• **Option 1**: Apply conference registration and session fees paid to the virtual conference series and online learning opportunities, and refund the remainder.

• **Option 2**: Apply conference registration and session fees paid to the annual renewal of your AATA membership, with the option for the remaining funds to be applied to virtual conference series and online learning or refunded.

• **Option 3**: Issue a full refund of all conference registration and session fees paid.

Information Related to Cancellation by Attendee: The Association considers Annual Conference Registration refunds requested by attendees only in cases of serious illness and/or the death of a family member or significant other. Illnesses must be documented by a physician’s letter; for a death please provide the date of death in your communication. Approved refunds are provided at the percentages noted below. As there are no refunds within two weeks and through the conference itself, a credit of 50% given (if policy requirements are met) to be applied to registration at the next AATA Annual Conference. **You may also consider transferring your registration to another attendee. Read below.**

1. Refunds will be issued for core conference registration fees, which includes two-day, and single-day registrations, workshops, advanced practice courses, and special events.

2. Refunds will be considered with required documentation at the following intervals:
   A. For refund requests that meet the policy requirements which are requested more than eight (8) weeks prior to the conference a refund of 75% of the registration fee will be issued. *(Requests must be submitted by September 3, 2020)*
   B. For refund requests that meet the policy requirements which are requested between eight (8) weeks and (2) weeks prior to the conference a refund of 50% of the registration fee will be issued. *(Requests must be submitted from September 4 up until October 15, 2020)*
   C. For refund requests that meet the policy requirements which are requested within two (2) weeks of the conference no monetary refunds will be issued. Rather, a credit of 50% of the registration fee will be offered which can be applied to the registration at the next AATA Annual Conference. These credits are not transferrable to another attendee or monetary reimbursement. *(Refunds and/or Credits will not be considered if notification is sent after October 15, 2020).*
If your situation meets the requirements of the Conference Refund Policies & Procedures, please complete the form below and return it as noted on the bottom of the page.

-Confidential and Proprietary-

Name: ____________________________________________

Address: __________________________________________

Phone: __________________________ E-mail Address: __________________________

Date of Request: __________________________________________

Please select from one of the following reasons for your refund request.

Cancellation by Attendee (Please make a selection from the 2 Options below):

☐ Option 1: Covid-19
☐ Option 2: Serious Illness or death of a family member or significant other. The illness must be documented with a physician’s letter.

Please provide any additional information you may consider important in processing your cancellation request.

Substitutions and Transfers: You may also transfer your registration to another person. To do so, the attendee finds someone to purchase their registration, and acquires the money directly from the individual. Then, once the money is received, the original attendee notifies AATA about the person who purchased the registration. AATA will change the name on the registration and contact information and email both individuals (original attendee and new attendee) to confirm. If you need assistance email us at conferenceinfo@arttherapy.org.

For Cancellations by Attendee:
Return this form (and the physician’s letter if required) in one of the following ways:
E-mail: conferenceinfo@arttherapy.org Fax: 703-783-8468
Mail: American Art Therapy Association | Attn: Conference Registrar
4875 Eisenhower Avenue, Suite 240, Alexandria, VA 22304

For Cancellation by AATA: AATA will send a communication to all attendees to explain the refund and/or credit options. No action is required by the attendee with this form.