

## SCS CONFERENCE CANCELLATION/REFUND POLICY

All SCS conference cancellations and requests for refunds must be made in writing as indicated below. Requests must be sent to the [SCS Main Office](#). Requests may be e-mailed, mailed or faxed (contact information below). Telephone requests will not be honored.

### **Full Refunds – More than 30 Days Notice**

To receive a full refund, SCS must receive written requests no later than 30 days prior to the first day of the conference.

### **50% Refunds – Less than 30 Days Notice**

Requests for refunds SCS receives within 30 days of the start of the conference will be subject to a 50% refund.

### **No Refunds – Within 2 Weeks**

Requests for refunds SCS receives within two weeks of the start of the conference will not be eligible for a refund.

### **Author Refunds**

Authors who have their papers included in the proceedings are not eligible for a refund. Authors may receive a refund if they withdraw their papers before the paper is included in electronic or hard-copy proceedings.

### **Emergency Illness or Death of Registrant or Immediate Family Member:**

Refunds may be granted if an attendee is unable to attend the Conference due to a family death, illness, or other extraordinary circumstance. In such a circumstance, the SCS Main Office must be contacted by phone, letter or e-mail.

SCS will refund fees as soon as possible and no later three (3) weeks after the conference has concluded.

### **Substitution Policy:**

Registrants may send a substitute in their place in lieu of requesting a refund.

### **Returned Check Policy:**

If any checks are returned because of insufficient funds, SCS will charge a \$25 fee. Registrants will also be required to pay the amount SCS is charged by the financial institution that returned the check. SCS reserves the right to refuse to honor future checks submitted by violators.

**To request a refund, contact the SCS Main Office at:**

**Society for Modeling and Computer Simulation**

Conference Refund Inquiry

4848 Ronson Ct., Suite B

San Diego, CA 92111

**E-mail:** [info@scs.org](mailto:info@scs.org) **Fax:** 858-277-3930 **Phone:** 858-277-3888

<http://www.scs.org>