

**Conference Cancellation Policy**

Cancellations must be emailed to [DWCAnnualConference@labor.mo.gov](mailto:DWCAnnualConference@labor.mo.gov).

Cancellations received by 5:00 PM CT on May 25, 2016 will receive a full refund of the registration fee.

Cancellations received after 5:00 PM CT on May 25, 2016 through June 1, 2016 at 12 noon CT will receive a refund of the registration fee minus a \$25 administrative fee. A link to the electronic course materials will be sent to you by email after the conference in consideration of the registration paid.

Cancellations received after 12:00 noon CT on June 1, 2016 will not be refunded. If you cannot attend, a colleague may attend in your place. Please forward the name of the colleague attending in your place to the Division at your earliest convenience.