

**Cancellation Policy – All cancellations must be in writing.**

Written cancellations can be emailed to [info@nasemso.org](mailto:info@nasemso.org), faxed to 703-241-5603 or mailed to NASEMSO headquarters (201 Park Washington Court, Falls Church, VA 22046). Verbal cancellations **will not** be accepted. NASEMSO headquarters will provide you a cancellation number to confirm receipt of your cancellation.

We understand that plans may change due to circumstances beyond your control. If you are unable to attend the NASEMSO meeting, you may transfer your registration to another individual. Identify the person attending in your place and provide complete contact information.

**If you must cancel, please do so in writing by June 1, 2022.** NASEMSO will provide a full refund. We regret that we cannot refund any fees as of June 2, 2022 because we must submit complete commitments for facilities, materials and meals.

If we do not hear from you by June 1, 2022, we assume that you will participate based on your registration and will incur costs on your behalf. Therefore, if you do not cancel, your registration fees are due even if you do not attend.