



ASTD NEFL EVENT POLICIES AND NOTICES

Walk-ins: A \$5.00 surcharge for unregistered walk-ins will apply to both members and non-members.

Online registration requires payment by MasterCard, Visa, Discover, American Express, or PayPal. If you need to arrange for an alternate payment method, call the Chapter Administrator at (904) 356-9008.

Can't Show? Please, Let Us Know! We understand that plans change. To cancel your reservation, email admin@astdnefl.org or call (904) 356-9008. Program cancellations must be received prior to 5:00 pm three business days before the event (unless otherwise noted) to receive a full refund. Cancellation deadlines may be extended for special events.

ADA Notice: The Northeast Florida ASTD chapter strives to make all of our programs accessible to people with disabilities or special needs as defined under the ADA. If you require special assistance or accommodation to fully participate in this event, please contact us at admin@astdnefl.org, at least two weeks prior the planned program so that we may discuss your specific needs.

Media Notice: Chapter representatives may take photos or video at this event for use in print and/or digital communications. By attending, you agree that ASTD NEFL may use your name and image and/or comments made at this event in all forms and media for education, promotion, and any other lawful purposes.