



# IASB Event Registration & Cancellation Policy

The Iowa Association of School Boards® (IASB) reserves the right to revise and amend this policy as necessary with consideration for board member safety, accessibility, and registration protocols.

## Event Registration

Registration for IASB events closes at 5 p.m., two business days prior to the event. For example, registration will close at 5 p.m. on Friday for an event scheduled for the following Tuesday. Walk-ins are always welcome onsite at no additional charge.

## Registration Cancellation

Cancellation requests received prior to the closure of registration will not be charged. Any cancellation requests received after registration has closed (see above) will be charged the full registration fee.

## Event-Specific Cancellation Considerations

- **Two-Day ISFLC Conferences:** Cancellations received **2–7 business days prior** to the event will be charged \$115.

## No Shows

Any registrant that does not attend the event for which they are registered will be considered a 'no show' and will be charged the full registration fee.

Exceptions to the Registration Cancellation and No Show policies may be made for any of the following reasons, subject to the discretion of IASB staff.

- Death/funeral in the registrant's family or school.
- Medical emergency resulting in surgery or hospitalization of an immediate family member.
- Vehicle accident which impacted the ability to travel to the event.
- School emergency resulting in the call for a special school board meeting.
- Inclement weather conditions preventing attendance at the event.
- Jury duty.
- District student activities (such as statewide tournaments) where the conflict was unknown prior to the cancellation deadline.

Any questions regarding these registration and cancellations policies can be directed to Jeff Rohrick at [registration@ia-sb.org](mailto:registration@ia-sb.org).