



## **TACTE 2027 Policy and Procedures**

### **Registration**

All attendees must complete conference registration and payment by the published deadlines. Registration confirms the attendee's commitment to participate in the conference and acknowledges acceptance of all conference policies.

### **Cancellation Policy**

Due to contractual obligations with conference hotels and venues, cancellation requests will not be accepted after March 16, 2027.

Cancellations submitted prior to March 16, 2027, must be made in writing to the designated conference contact, Michelle Trubenstein at [tacteinfo@tacte.org](mailto:tacteinfo@tacte.org). Refunds, if applicable, will be processed according to conference policies and procedures.

### **Substitutions**

If an attendee is unable to attend the conference after March 16th, the priority recommendation is to find another individual to attend in their place. Requests for substitutions must be submitted in writing and include the replacement attendee's contact information.

### **Emergency Situations**

TACTE understands that emergencies may arise. Emergency cancellations after March 16th will be considered on a case-by-case basis. Supporting documentation may be requested, and approval is at the discretion of conference leadership. Submission of an emergency request does not guarantee approval of a refund or release from financial responsibility.

### **Liability Statement**

TACTE is committed to providing a safe and professional conference environment. However, TACTE will not be held liable for any injury, loss, damage, accident, delay, or incident occurring during the conference that results from an individual's recklessness, negligence, misconduct, or failure to follow conference policies, venue rules, or applicable laws. Attendees are responsible for their own actions and personal property throughout the duration of the conference.

### **Acknowledgment**

By registering for the conference, participants acknowledge and agree to comply with this policy. TACTE reserves the right to modify policies as necessary to meet operational or contractual obligations.