



2022 ACL Conference Online Participation Refund Policy*

The 2022 ACL Annual Conference will be June 13-15, both in-person at Newman University in Wichita, KS and online through the online platform, Whova. **This refund policy pertains to those who registered for online participation.** Registrants will have access to 10 pre-recorded workshops at least a week prior to conference and the plenary live sessions will be live-streamed and recorded. All recorded content will be available for viewing for 6 months after conference.

Refund Policy: All ACL Conference cancellations and requests for refunds must be made in writing as indicated below. Written correspondence to the Conference Registrar must be received no later than 30 days prior to the first day of the conference {May 13, 2022} to receive a **full refund** of the conference payment, minus a 15% administrative fee. Telephone requests will not be honored. Refund requests received less than 30 days prior to the start of the Conference will not be granted.

Substitution Policy: After the Conference registration deadline a registrant may request the privilege of a substitute participating in their place for a \$15 administrative fee.

Overpayment Policy: In the case of overpayment of conference fees, overpayments over \$10 will be refunded to the conference registrant upon confirmation by the Conference Registrar. However, if the overpayment amount is \$10 or less, a refund will not be issued and this amount will be donated to FACL.

Returned Check Policy: Remittance must be made in U.S. Dollars. A fee in the amount double the amount ACL is charged by the financial institution, plus the original amount of the check will be assessed for a check with insufficient funds. This fee must be paid by money order.

All refund requests must be made in writing and sent to:

Conference Registrar
Association of Christian Librarians
P.O. BOX 4
Cedarville, OH 45314
Or by email: confreg@acl.org

*If you registered for the in-person conference, please see that specific refund policy.