



ASSOCIATION  
of CHRISTIAN  
LIBRARIANS®

## 2024 ACL Conference In-Person Participation Refund Policy\*

The 2024 ACL Annual Conference will be June 10-12, at the University of Northwestern – St. Paul in St. Paul, MN, and online through the Whova web platform, June 25-26. **This refund policy pertains to those who register to participate in person in St. Paul, MN.** In addition to the in-person conference programming, registrants will have access to virtual programming on June 25-26 through Whova, our conference app. The virtual programming contains 8 additional workshops presented by librarian colleagues (different from the in-person workshops) and a replay of the recorded plenary sessions plus additional networking opportunities with virtual participants. The virtual content sessions will be available after the event for all conference participants for three months.

### Substitution Policy:

- After the in-person conference registration deadline (May 9, 2024), a registrant may request the privilege of sending a substitute in their place.
- A \$50 administrative fee will apply to all substitution requests.

### Switch to Online Participation:

- If an in-person registrant needs to switch to online participation, the request must be communicated in writing to the Conference Registrar by Friday, May 17.
- The registrant will be refunded the difference between the in-person and online packages, with a 15% administrative fee deducted from the original amount paid.
- The credit card processing fee will also be deducted if the original payment was made with a credit card.

### Refund Policy:

- All ACL Conference registration cancellations and requests for refunds must be made in writing as indicated below. Telephone requests will not be honored.
- **Before May 9, 2024**  
To receive a full refund of the conference payments, minus a 15% administrative fee and any potential credit card fees, communicate in writing to the Conference Registrar ([confreg@acl.org](mailto:confreg@acl.org)) your desire to cancel no later than 30 days prior to the first day of the conference (May 9, 2024).
- **Between May 9- June 9, 2024**  
Refund requests submitted fewer than 30 days prior to the start of the Conference will receive a 50% registration fee refund minus any potential credit card fees.
- **June 9, 2024 or after**  
Requests for refunds received after the first day of the Conference will not be considered except in the

emergency situations defined below. Refunds will be sent within six weeks after the conference has concluded.

- **After July 9**

Requests for refunds received later than July 9 will not be honored.

### **Emergency Situations**

- *Death of Registrant or Immediate Family Member:* Attendees who are unable to attend the Conference due to death must contact the ACL Conference Registrar in writing no later than 30 days after the first day of the Conference to receive a full refund minus a 15% administrative fee and any potential credit card fees.
- *Sudden Illness or Extenuating Circumstance:* Attendees who are unable to attend the Conference due to a sudden illness or extenuating circumstance must contact the ACL Conference Registrar in writing no later than 30 days after the first day of the Conference to have registration switched over to online access. The registrant will be refunded \$100; the remaining registration balance will go towards committed costs for food, lodging, linens, etc.

### **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.
- If the overpayment amount is \$10 or less, a refund will not be issued and the funds will be donated to the Association.

### **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 should 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](mailto:confreg@acl.org)

\*If you registered for online participation, please see that specific refund policy.