



## 2024 ACL Conference Virtual Participation Refund Policy\*

The 2024 ACL Annual Conference will be both in-person June 10-12, at University of Northwestern – St. Paul in St. Paul, MN and online June 25-26 through the online platform, Whova. **This refund policy pertains to those who registered for virtual participation.** The virtual portion of conference will be a two-day event with three pre-recorded plenary sessions streamed live (a keynote and 2 ACL-Pro Plenary workshops) and eight librarian-colleague-presented workshops with live Q and A sessions. There will also be daily devotions, poster sessions, and networking opportunities. The virtual content sessions will be available in Whova after the event for all conference participants for three months post-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 event (May 25, 2024) to receive a **full refund** of the conference payment, minus a 15% administrative fee and potential credit card fees. Telephone requests will not be honored. Refund requests received less than 30 days before the start of the virtual portion of conference will not be granted.

**Substitution Policy:** After the virtual conference registration deadline (June 4, 2024) 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 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 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](mailto:confreg@acl.org)

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