

**REFUND POLICY STATEMENT**  
**Adopted by AMTNYS Executive Board 10/31/87**

**I. PERSONAL REFUNDS – revised 10/30/95**

All requests for refunds to AMTNYS Conferences must be received in writing, by the conference coordinator, at least 7 days prior to the opening of the conference/workshop. Membership fees are non-refundable.

**II. COMMERCIAL/EXHIBITOR/SPONSOR REFUNDS  
(EXCLUDING ADVERTISEMENTS)**

All requests for refunds to AMTNYS Conferences must be received in writing, by the conference coordinator and are subject to the following:

- A. Outside of 60 days prior to the opening of the conference OR printing of the conference program, whichever comes first: 80% of all fees will be refunded.
- B. Within 60 to 7 days prior to the opening of the conference OR printing of the conference program, whichever comes first: 60% of all fees will be refunded.
- C. Within 7 days prior to the opening of the conference: 40% of all fees will be refunded.

III. No refunds will be given for advertisements submitted.

IV. This policy statement should be printed on all registration materials (personal and commercial/exhibitor).

V. This policy statement should be directed to the conference coordinator, who will authorize all refunds to be processed through the treasurer according to the above refund criteria and schedule. All requests will be processed according to the date of receipt.

**Conference Coordinator:**

**Frank Sobieerajski**  
**11050 Short Cut Road**  
**Cato, NY 13033**  
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