



## **2025 Innovations Conference**

### **Registration Form Required Fields**

- First Name
- Last Name
- Job Title
- Department
- Email Address
- Institution
- Institution Address
- Phone Number
- Dietary or Special Needs
- Emergency Contact Information

### **Registration Policies**

#### **Cancellation Policy**

Cancellation notices must be received via email at [kline@league.org](mailto:kline@league.org). Registration cancellations received by February 7, 2025, are eligible for a refund less a \$100 administrative fee. Registration cancellations received after February 7, 2025, and conference no shows are liable for the full amount due. Check refunds will be processed after the conference. Credit card refunds will be processed within three (3) business days of receipt. No refunds will be issued for cancellations received after February 7, 2025.

#### **Payment Policy**

Innovations Conference payment options are as follows: credit card or check. Visa, MasterCard, Discover, and American Express are accepted. Check payments are due within 15 days of registration, but no later than February 7, 2025. Registration fees must be paid in full in order for participants to receive conference materials or attend conference sessions.

#### **Substitution Policy**

Substitutions are accepted through February 28, 2025. Please email [kline@league.org](mailto:kline@league.org) to submit a registration substitution request. You will need to provide written approval from the original registrant. If your substitution request is not approved by the original registrant, you will have the option to pay the registration fee or cancel your request. The League will confirm all substitution requests.