

CIC IIBA Event Policies

Registration for in-person events closes three days prior to the event at 6:00 pm CST. Registration for most virtual events closes the day prior to the event.

We realize that occasionally you need to cancel your registration. You can substitute another individual in your place at any time prior to the program by emailing logistics@centraliowaiiba.org.

Cancellations and No Shows

If you made a reservation and are unable to attend, a cancellation request must be sent via email to logistics@centraliowaiiba.org by the following times:

- In-person events: three days prior to the event.
- Virtual events: at least 24 hours prior to the event.

Remember, for in-person events, the Chapter has likely purchased a nonrefundable meal on your behalf from the event site vendor; please help us keep the cost down. For all events, there might be a capacity limit and your cancellation in a timely can allow someone else to attend in your place.

Walk-In

Every attempt will be made to accommodate walk-ins for in person events. Depending on the number of available seats; those arriving without reservations may be put on a waiting list in order of their arrival. Those on the wait list may not be checked-in until just prior to the start of the event to allow registered attendees to fully check in. Lunch will be provided based on availability; the \$10 charge for nonmembers and members not in good standing applies whether lunch is provided or not for walk-ins.

Walk-ins or late registrants for virtual events will be permitted depending on capacity and timing. Please email logistics@centraliowaiiba.org if you are attempting to attend a virtual event and registration has already closed.

Programs

Central Iowa Chapter IIBA® reserves the right to cancel a program/event at any time. If Central Iowa Chapter IIBA® cancels a program; you will receive a full refund of any pre-paid fees for the program. Some programs may have a special cancellation policy (see individual event descriptions).