Meeting & Seminar Reservation
Payment and Refund Policy

To help keep the cost of our events reasonable, we have implemented the following payment and refund policy:

When making a reservation, you will be responsible for payment unless you cancel by the reservation deadline posted at the meeting/event page on the Wichita Chapter IIA’s website. Full payment will be expected from no-shows and for those individuals cancelling after the reservation deadline. If you prepaid, you will receive a full refund by cancelling before the reservation deadline posted at the meeting/event page on the Wichita Chapter IIA’s website. Refunds will not be processed for no-shows and for cancellations received after the reservation deadline. A company is welcome to make a substitution (employees from the same company only) in place of an existing reservation. If a nonmember is substituted in place of a member's reservation, the higher nonmember fee will apply.

Email cancellations/substitutions to wichitachapteriia-reservations@outlook.com.

Full refunds will be made if the Chapter Officers decide to cancel a meeting due to weather or for unforeseen circumstances. Chapter membership will be notified by email, if possible. If the meeting location is closed for any reason, notification will be provided via the following channels:

**TV:**
- Kake Channel 10
- KWCH Channel 12
- KSNW Channel 3

**Radio:**
- KFDI - FM 101.3
- KICT – FM 95.1
- KZZH – FM 96.3
- KNSS - AM 1330
- KFH - AM 1240

Please refer to the Wichita Chapter IIA Privacy Policy for all questions or concerns regarding the use of your personal information.

Contact: wichitachapteriia-reservations@outlook.com

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