Policy
Any person (member or guest) making a meeting reservation and then not attending will be billed by the Lansing Chapter, IIA for the advertised cost of the meeting.

Lansing Chapter members will be held responsible for no-shows caused by their guest, if the guests do not pay.

Exceptions to the Policy
1. If the reservation is cancelled before the stated refund deadline.
2. If you are unable to attend the meeting after the refund deadline, you may find a replacement and notify the Meeting Arrangements Coordinator.
3. If the Chapter does not incur any costs because of the cancellation.