

OCS Gathering Cancellation Policy - TNC Internal Employees

We understand that plans can change, and we aim to be as accommodating as possible. However, to ensure the smooth operation and planning of the OCS Gathering, we have established the following cancellation policy:

1. **Registration Fee Refund:** If you need to cancel your registration for the OCS Gathering, we will provide a full refund of your registration fees if you provide notice by October 1, 2024. This is applicable regardless of the reason for cancellation.
2. **Lodging Fee Policy:** Any cancellations made on or after September 1, 2024, will result in non-refund of lodging fees. This policy is in place due to commitments and contracts with our accommodation providers.
3. **Cancellation Process:** To cancel your registration, please notify us in writing. You can send your cancellation request via email to ocsciencegathering@tnc.org. Your cancellation will be effective upon the date of receipt of your email.
4. **Refund Processing:** Refunds for registration fees will be processed within 30 days of receiving your cancellation notice. The refund will be issued to the original payment method used during registration.
5. **Exceptions:** Exceptions to this policy are very limited and are considered on a case-by-case basis. Circumstances such as serious illness or family emergency will be evaluated individually. To apply for an exception, please provide a written explanation along with any supporting documentation to ocsciencegathering@tnc.org.
6. **Event Cancellation or Changes:** In the unlikely event that the OCS Gathering is cancelled or significantly altered (e.g., change of date or major change in programming), registrants will be notified immediately, and full refunds for both registration and lodging fees will be offered.
7. **Stipend Recipients:** If you are awarded a stipend for travel, lodging and registration fees and are no longer able to attend, let us know as soon as possible so that we can direct the stipend to other participants.

We appreciate your understanding and cooperation with this policy. If you have any questions or need further clarification, please do not hesitate to contact us at ocsciencegathering@tnc.org.

Thank you for your interest in the OCS Gathering, and we look forward to an eventful and enriching experience!

OCS Gathering Cancellation Policy – External Attendees

We understand that plans can change, and we aim to be as accommodating as possible. However, to ensure the smooth operation and planning of the OCS Gathering, we have established the following cancellation policy:

1. **Registration and Lodging Fee Refund:** If you need to cancel your registration for the OCS Gathering, we will fully refund your registration and lodging fees if you provide notice by September 1, 2024. This is applicable regardless of the reason for cancellation. Cancellations made after September 1, 2024, will result in non-refund of registration and lodging fees. This policy is in place due to commitments and contracts with our accommodation providers.
2. **Cancellation Process:** To cancel your registration, please notify us in writing. You can send your cancellation request via email to ocsciencegathering@tnc.org. Your cancellation will be effective upon the date of receipt of your email.
3. **Refund Processing:** Refunds for registration fees will be processed within 30 days of receiving your cancellation notice. The refund will be issued to the original payment method used during registration.
4. **Exceptions:** Exceptions to this policy are very limited and are considered on a case-by-case basis. Circumstances such as serious illness or family emergency will be evaluated individually. To apply for an exception, please provide a written explanation along with any supporting documentation to ocsciencegathering@tnc.org.
5. **Event Cancellation or Changes:** In the unlikely event that the OCS Gathering is cancelled or significantly altered (e.g., change of date or major change in programming), registrants will be notified immediately, and full refunds for both registration and lodging fees will be offered.

We appreciate your understanding and cooperation with this policy. If you have any questions or need further clarification, please do not hesitate to contact us at ocsciencegathering@tnc.org.

Thank you for your interest in the OCS Gathering, and we look forward to an eventful and enriching experience!