

## Terms and Conditions

### 1. Refund Policy

Registration reflects a commitment to pay, regardless of attendance. Cancellations are permitted if received prior to May 12, 2024, but are subject to a \$25 processing fee. A cancellation fee equal to the registration fee will be charged for cancellation requests received after May 12, 2024. Any cancellation request must be made in writing to [office@njla.org](mailto:office@njla.org).

Registrations may be transferred to another library co-worker, friend of the library, or library trustee, at no charge for the same conference date(s), provided the request is received by Friday, May 24, 2024 in writing to [office@njla.org](mailto:office@njla.org).

Refunds (less the \$25 cancellation fee) will be made for cancellations due to a positive test for Covid-19 or other medical issues if notification is made to the NJLA Office ([office@njla.org](mailto:office@njla.org)) by Thursday, 8:00 am, May 28, 2024, and documentation is provided by close of business on Tuesday June 4, 2024

### 2. COVID Policy

NJLA will follow the current CDC guidelines and/or local mandates on masking at the time of the Annual Conference. There will be no vaccination requirement to attend the conference. All conference attendees are expected to follow CDC guidelines and not attend the conference if they are under recommended quarantine.

These recommendations have been reviewed by the Conference Committee Chairs and NJLA Staff and proposed as policies for the 2024 Conference.

Approved by NJLA Executive Board 2/28/2024