



## CANCELLATION POLICY

### REGISTRATION

#### **Cancellation policy**

Registered participants unable to attend the Conference may ask for refunds. Cancellations must be addressed in writing to the General Secretariat.

**GRUPO PACIFICO:** [moet2009@pacifico-meetings.com](mailto:moet2009@pacifico-meetings.com) Fax: +34. 932 387 488

- . A cancellation fee of 25% will be withheld if refund is requested in writing **before July 1st, 2009**; and 50% of the registration fees if **before September 1st, 2009**.
- . No refunds will be accepted if requested **after September 1st, 2009**.
- . All refunds will be done after the Conference.
- . The registered person can however be replaced at all times. (In that case, please inform the general secretariat ASAP).

#### **Pending Amounts**

Any differences arising in the registration fees will be collected on site by the Secretariat. In the event that registration funds were wired late or, for unexplained reasons, were not credited on the Conference account at the time of registration, a photocopy of the receipt will be required. If no proof of payment can be presented, full payment will be required on site.

### HOTEL ACCOMMODATION

- . 100% payment in advance will be required in order to guarantee the reservation.
- . After August **15th 2009** the availability cannot be guaranteed.
- . Allotments at the Hotel are for the dates of the events (September 7-11, 2009). Previous days or late departure reservations are subject to hotel availability.
- . Special needs cannot be guaranteed, however Grupo Pacifico will do their best to honor all requests.
- . A confirmation letter will be sent once reservation is confirmed.

#### **Cancellation Policy:**

- . Cancellations and/or changes should be made in writing exclusively to Grupo Pacifico. [moet2009@pacifico-meetings.com](mailto:moet2009@pacifico-meetings.com). Fax: +34. 932 387 488
- . No shows will be released automatically by the hotel at 09.00 AM on the following day, and the full payment will not be refundable. The hotel is enabled to charge the total amount of the whole stay.
- . Please note that all appropriate refunds will be made after the Conference.
  
- For the cancellations received before **June 1st, 2009**, there will be no cancellation charges less 30,00 Euros per room cancelled as handling fee.
- Cancellations received **between June 2nd, 2009 and June 30th, 2009** will apply a cancellation fee of 1 night.
- Cancellations received **between July 1st, 2009 and August 1st, 2009** will apply a cancellation fee of 50% of total stay.
- Any cancellation received **after August 1st 2009** will apply a cancellation fee of 100% of the total of the stay.

**GENERAL SECRETARIAT. GRUPO PACIFICO**  
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