

Event Registration Procedures

In-Person or Hybrid Workshops

Minimum Attendance

For in-person or hybrid workshops, a minimum registration of 25 participants is required 10 days before the event date. If the workshop is canceled, registrants are entitled to a refund of the registration fee.

Cancellation and Substitution

Substitution is allowed for in-person or hybrid workshops when AET Customer Care is notified five days before the event date.

Registration cancellations for in-person or hybrid workshops are accepted no later than 10 business days before the event date. Prior to the 10 business-day deadline, registration fees will be refunded, less a \$35.00 processing fee. Cancellations are not accepted after the 10 business-day deadline. The specific cancellation date will be listed on the registration page for each in-person or hybrid workshop.

Live-Streamed Events with Asynchronous or On-Demand Access (Virtual Conferences, Virtual Workshops, Webinars)

Minimum Attendance

For virtual conferences, virtual workshops, and webinars, a minimum registration of participants is required 10 days before the event date. The minimum registration number will vary according to each event's type and expected audience. If the event is canceled, registrants are entitled to a refund of the registration fee.

Cancellation and Substitution

Substitution is allowed for participants who register to receive ASHA CEUs when Customer Care is notified five days before the event date. Substitution for live-streamed events with on-demand access is not accepted for non-ASHA member participants.

Registration cancellation for live-streamed events with on-demand access is accepted for participants who register to receive ASHA CEUs. Customer Care must receive the request no later than 10 business days before the event date. Prior to the 10 business-day deadline, registration fees will be refunded, less a \$35.00 processing fee. Cancellations for ASHA member registrants are not accepted after the 10 business-day deadline. The specific cancellation date will be listed on the registration page for each live-streamed event.

Registration cancellation for live-streamed events with on-demand access is not accepted for non-ASHA member participants.

Contact

Contact AET Customer Care at:
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