

# ASHRM *EXPRESS*

July/Aug 2019 ■ Chicago

## ASHRM Express Policies

### Payment Information

Registrations will not be validated until your payment is received by ASHRM. If a payment by check is not received by the start of the program, attendees will be required to provide payment by credit card in order to participate in the program.

#### Mail:

Mail check payable to ASHRM Express

ASHRM Express  
P.O. Box 75315  
Chicago, IL 60675-5315

Pay Online: Visit [ASHRM.org/express](http://ASHRM.org/express)

### Cancellation Policy

All cancellation and refund requests must be made in writing to [ASHRM@aha.org](mailto:ASHRM@aha.org). All refunds will be provided in the original form of payment after the event concludes. Registration fees, less a \$100 cancellation fee, are refundable if written notice is received by email prior to **July 10, 2019**, at 4 p.m. CT. Payment to join or renew ASHRM membership is nonrefundable and nontransferable.

### Substitutions

Registrants unable to attend may send an alternate. If the alternate is not a member of ASHRM and the original registrant is a member, the nonmember differential must be paid. The deadline for substitutions is **July 10, 2019**.

### Special Accommodations

If you require special accommodations, please contact ASHRM in advance at [ASHRM@aha.org](mailto:ASHRM@aha.org).

### More Information

Phone: (312) 422-3980  
Email: [ASHRM@aha.org](mailto:ASHRM@aha.org)  
Web: [ASHRM.org](http://ASHRM.org)