



If for any reason you will not be able to attend the conference, you have four options: (1) change your registration type (2) transfer your registration to a colleague (3) cancel your registration (4) transfer registration credit to the 2025 Annual Conference. **REQUESTS MUST BE RECEIVED IN WRITING. Please email info@pria.us.**

1. If you are registered for in-person participation but are no longer able to attend in person, you may change your registration to remote and receive a refund of the difference, if request is received **on or before January 21, 2025**.
2. If you cannot attend in-person or remotely, you may transfer your participation to one of your colleagues who would like to attend instead. Delegates may send a substitute in their place in lieu of requesting a refund upon notification to PRIA **on or before February 18, 2025**. Substitutions will not be allowed if any sessions have been attended or viewed.
3. You may cancel your registration for a refund of the registration fee, less a \$50 processing fee **on or before January 21, 2025**.
4. Registration credit may be transferred to the 2025 Annual Conference. You will receive a coupon code to use when registering for the 2025 Annual Conference. Credit will expire if not used by the 2025 Annual Conference; the credit is use or lose. Submit cancellation **on or before February 18, 2025**.

The PRIA Office must be notified in writing (email info@pria.us) of any of the above options **by the dates shown above**. Funds for no-shows without prior notification and/or credit request will be forfeited.