

# Meeting Cancellation Form

If someone will attend in your place,  
DO NOT use this form. Contact [info@HBCE.com](mailto:info@HBCE.com)  
or call (844) 778-7795.

## CUSTOMER INFORMATION (Please print clearly)

Individual ID# or CEBS® ID# \_\_\_\_\_  
Full first name \_\_\_\_\_ M.I. \_\_\_\_\_ Last name \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  Business  Home  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ ZIP/Postal code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_ Last 4/3 digits of SSN/SIN \_\_\_\_\_ Date of birth (mm/dd/yyyy) \_\_\_\_\_

See our policies regarding your registration/cancellation/refund at [www.HBCE.com](http://www.HBCE.com).

## REGISTRATION INFORMATION

Organization representing \_\_\_\_\_ Organization # \_\_\_\_\_  
Form completed by \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

## Conference Cancellation Information

I am canceling (check all that apply):

Date cancel requested: \_\_\_\_\_

Conference Registration for

Meeting Name: \_\_\_\_\_

Meeting Dates: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Preconference (if applicable)—No administrative fee for canceling.

Preconference Title(s): \_\_\_\_\_

Reason for cancellation (must choose one):

Business conflict

Economic conditions

Family illness/medical emergency/death

Labor negotiations

Trustee/employee no longer there

Weather/travel delays

Other \_\_\_\_\_

Action to be taken (must choose one). Cancellation/transfer fees apply. See cancellation policies at [www.HBCE.com/cancelpolicies](http://www.HBCE.com/cancelpolicies).

Please transfer my registration to next year's HBCE conference.  
Transfer fee is \$50 with no increase within 30 days of meeting.

Please cancel and refund. Early cancel fee is \$100. Within 30 days of meeting, cancel fee is \$200. Full registration fee is forfeited after the start of the event.

Special refund instructions: \_\_\_\_\_

Please e-mail this completed form back to [info@HBCE.com](mailto:info@HBCE.com) or fax it to (262) 786-8650.

