

# Cancellation Policy NLSDays 2022

## Individual Registration Cancellation

Registration cancellations must be sent by 31 December 2021 to SwedenBIO Service AB at [olivier.duchamp@swedenbio.se](mailto:olivier.duchamp@swedenbio.se) to receive a refund (minus a SEK 1,500 ex. VAT processing fee).

Cancellations received after 31 December 2021 and until 14 February 2022 are eligible for a 50% refund of the paid registration fees only.

Cancellations received after 14 February 2022 are not eligible for any refund.

Presentation fees are not eligible for any refund.

Any eligible refunds will be processed after the event by credit card refund or bank transfer. Please note that no-shows will be billed for the full registration and/or presentation fees.

## Payment/Invoice

Credit Card:

New registrants will receive their final invoice right after their registration payment is completed.

Bank Transfer:

New registrants will receive a proforma invoice including our bank details shortly after their registration. To guarantee the rate applied while registering, the invoice must be paid by the 2 next weeks upon proforma reception.

## Replacement

Please register the new person who will attend the conference in your place at <http://www.nlsdays.com> and note "replaces (your name) who will no longer attend" in the comment field within the online registration form.

We will then activate the new registration, deactivate your registration and transfer your meeting requests and scheduled meetings to the new participant. Please do NOT update your personal profile page with the name and contact data of the new attendee.

## Exhibition/Sponsorship packages Cancellation

Cancellation must be received in writing from the primary contact on file. Signed exhibition/sponsorship booking will be immediately financially liable for a 25% cancellation fee. For a 50% cancellation fee until 31 December 2021 and for a 100% cancellation fee from 1st January 2022.

## Contact

Please contact SwedenBIO Service AB at [olivier.duchamp@swedenbio.se](mailto:olivier.duchamp@swedenbio.se) for further questions.