

Workshop Registration, Cancellation, and Review Policy

updated February 10, 2017

REGISTRATION

Registration for workshops may register by:

- Clicking the link on the Workshops page on this website and following instructions to the Paypal link for secure payment
- Mailing a check for the full amount of the workshop to:
 - Karen Van Zino, M.D. 822 Hartz Way #205, Danville, CA 94526 AND
 - sending an email notifying Dr. Van Zino that you have mailed a check
- An email or letter confirmation of your registration will be sent within 2 days of receiving your payment for registration

EARLY BIRD REGISTRATION DATE

- An early bird registration date will be posted on the Workshop flyer. Payment received by the this date will be eligible for the **EARLY BIRD DISCOUNT WORKSHOP RATE**
- Any payments forwarded after this Early Bird deadline will be due at the full workshop rate.

CANCELLATION POLICY

- Cancellations received **60 days prior** to the first day of the workshop will be refunded in full **or** the registration may be transferred to another person.
- Cancellations received **30 days prior** to the beginning day of the workshop will be refunded at 50% the amount paid, less a \$25.00 refund fee.
- Due to deadline financial commitments the event facility, Cancellations received **less than 30 days prior** to the start date of the workshop are not eligible for a refund. However; if you choose, a 40% credit will be given toward registration for an upcoming workshop occurring within the next year.

WORKSHOP REVIEW AND FEEDBACK MECHANISM

- Written feedback forms will be available at the close of the workshop.
- Feedback may be submitted after the workshop date by email or hard copy mail.
- Complaints concerning the workshop may be presented directly to the presenter at the close of the workshops, by email, or by hard copy mail. All concerns and/or complaints will be answered by email, letter, or phone- preferred contact avenue provided by the individual submitting the concern or complaint.
- Dr. Van Zino greatly appreciates all feedback. Your comments greatly assist her in designing and offering future programs