WiLS Event Cancellation Guidelines

Created May 2017, last reviewed June 2026

Cancellations for events with paid registration should be made at least two business days prior to the event in order to guarantee a refund. If a registrant cancels less than two business days prior to the date of the event, we will make every effort to refund the costs, but the registrant may still be responsible for payment.

A substitute may take the place of the original registrant, but either the registrant or their institution is responsible for coordinating and communicating changes to WiLS. Cancellations and/or substitutions may be reported to information@wils.org.

If an event is canceled by WiLS, registrants will be notified and fees will be refunded.