

Higher Education Center

for Alcohol and Drug Misuse Prevention and Recovery

2024 National Meeting Registration and Cancellation Policies

In-Person Conference Member Registration Rate

Paid memberships with the Higher Education Center (HECAOD) include a \$75 discount for professional registrations. To be eligible for this discount, you must be an employee at an institution with a current Campus or ScreenU membership, hold an Individual Membership, or be named on an Institutional Membership that is valid through August 1, 2024. Lapses in membership prior to the conference may result in additional fees equal to the non-member rate. Discount codes will be emailed to members when registration opens. Questions regarding accessing your member discount should be directed to hecaod@osu.edu.

In-Person Student Registration Rate

The student registration rate is for full-time undergraduate and graduate students only. Those who are employed full-time and are taking courses are not eligible for this rate.

Virtual Conference Member Registration Rate

Paid memberships with the Higher Education Center (HECAOD) include a \$50 discount for virtual conference registrations. To be eligible for this discount, you must be an employee at an institution with a current Campus or ScreenU membership, hold an Individual Membership, or be named on an Institutional Membership that is valid through August 1, 2024. Lapses in membership prior to the conference may result in additional fees equal to the non-member rate. Discount codes will be emailed to members when registration opens. Questions regarding accessing your member discount should be directed to hecaod@osu.edu.

Cancellation Policy

Cancellation requests for in-person conference registration must be received by email on or before May 15, 2024, to receive a full refund, less a \$50 administrative fee. Requests received between May 16 – June 28, 2024, will receive a 50% refund, less a \$50 administrative fee. Requests received on or after June 29, 2024, will not be eligible for a refund.

In-person pre-conference registration fees are refundable at 100% until June 28, 2024. Cancellation requests received on or after June 29, 2024, will not be eligible for a refund.

Virtual conference registration is non-refundable.

Cancellation requests must be emailed to hecaod@osu.edu. Cancellation requests will not be accepted over the phone. In the event this conference is cancelled or postponed due to unforeseen circumstances, registration fees will be refunded. However, HECAOD and The Ohio State University (OSU) are not responsible for additional costs and expenses related to changes

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in travel reservations. HECAOD and OSU are not responsible for weather or travel related problems and will not reimburse registration fees related to these issues.

Substitution Policy

Substitutions for both the in-person conference and the virtual conference are allowed if the attendees are from the same institution or organization. Substitutions must be for two individuals within the same membership level or the difference in registration fees must be paid.

Substitution requests must be emailed to hecaod@osu.edu and will not be accepted by phone.