

Statement

The M&A Leadership Council is closely monitoring the current outbreak of the Coronavirus Disease (COVID-19) and is committed to continuing to provide world-class education, training, and service to both our partner organizations and our clients. Our [training events](#) will continue as scheduled, with increased health precautions to ensure the safety of all our attendees. We respectfully ask if you experience [any symptoms](#) that you reschedule your training for a later event. We are monitoring advisories and updates from the [World Health Organization](#), [Centers for Disease Control](#), and local government officials. If the cancellation of a training program is necessary, we will contact you regarding rescheduling or refunds.

Policy

As of now our current cancellation policy will remain in effect. If an event is cancelled or rescheduled due to the COVID-19 outbreak, all registration funds will be held open for a future registration with no penalties. If you have specific questions, please contact info@macouncil.org.

Increased health precautions include

- Active screening and observation: any participant who appears to have symptoms will not be admitted into the training program or event activities
- More frequent or longer breaks to allow for increased handwashing
- Working with the facilities to sanitize between each session
- Providing tissues and no-touch disposal receptacles
- Providing hand sanitizer
- Providing personal pen and paper for each attendee.
- Identifying the nearest health facilities for use in case of emergency or symptoms

Cancellation Policy

Full Refund – Must be requested within 24 hours of your registration. Please submit your request in writing to info@macouncil.org

Partial Refund – Up to 10 business days prior to the program you may request a refund less a \$750 administrative fee.

Future Program – Up to 10 business days prior to the event, if registration is cancelled without a refund, participant will be credited their full tuition toward future session, valid for ONE YEAR from the date of the cancelled program. After the 10 day time frame the credit will be less the \$750 administrative fee.

Fee Forfeiture – Participants who cancel fewer than 10 business days prior to a session or fail to attend will forfeit the entire program fee.

Substitutions – Attendee substitutions can be made at any time without penalty.

No exceptions can be made to this policy.