

Date: 10/8/2013

To: All Symposium Registrants

From: Drew Perkins (SAVE Program Manager)

RE: Symposium Registration and Refund Policy

Due to the advanced planning required to operate the annual shock and vibration symposium, a portion of every symposium registration fee must be kept due to the contractual commitments made between the host (HI-TEST) and the hotel (Hyatt Atlanta). Any pre-paid registrant wishing to cancel will be refunded their registration costs minus \$250.

Any questions regarding this matter can be addressed to Drew Perkins at <u>drew.perkins@savecenter.org</u> or by calling 434-581-3041.

Thank you.