



Registration Refund, Cancellation, and Activity Modification Policy

This policy governs (1) cancellations and refund requests by registrants and (2) the cancellation or modification of a continuing education activity by the Oregon Podiatric Medical Association (OPMA). It applies to all OPMA continuing education activities, including the 2026 Oregon Foot & Ankle Conference, and is published in advance of each activity in accordance with CPME 720, Requirement 6.1.

Part 1 — Registrant Cancellations and Refunds

- Cancellation requests must be submitted in writing by email to info@orpma.org no later than the published cancellation deadline for the activity. For the 2026 Oregon Foot & Ankle Conference, the cancellation deadline is October 1, 2026.
- A \$50.00 administrative fee will be charged on any cancellation. Refunds are issued net of this fee to the original method of payment within 30 days of the approved cancellation request.
- No refunds will be issued for cancellation requests received after the published deadline, and refunds are not granted to registrants who do not attend (no-shows).
- Complimentary registrations carry no refund value; registrants holding a complimentary registration who cannot attend are asked to notify OPMA so the space may be released.

Part 2 — Cancellation or Modification of the Activity by OPMA

- OPMA reserves the right to cancel, postpone, or reschedule any continuing education activity, and to modify the schedule, sessions, instructors, format (including conversion between in-person, virtual, and hybrid delivery), or venue, when circumstances require.
- If OPMA cancels an activity in its entirety, all paid registration fees will be refunded in full, without an administrative fee. OPMA is not responsible for costs incurred by registrants in connection with the activity, including travel, lodging, or other expenses, and registrants are encouraged to book refundable arrangements.
- If OPMA postpones or reschedules an activity, or materially changes its format or venue, registrations will be transferred automatically to the rescheduled or modified activity; any registrant who cannot attend as rescheduled or modified may cancel for a full refund, without an administrative fee, by written request within 14 days of the notice of change.
- Individual sessions, instructors, and schedule details are subject to change. Substitution of an instructor or adjustment of the schedule does not constitute cancellation of the activity and does not entitle a registrant to a refund; any substituted instructor will meet the same qualification and disclosure requirements, and updated disclosures will be communicated to learners before the affected session.
- Notice of any cancellation or material modification will be provided as promptly as practicable by email to the address provided at registration, by posting at www.orpma.org, and, during an activity, by on-site or on-platform announcement.

- If a schedule change affects the continuing education contact hours available, the maximum CECH/CME credit will be recalculated in accordance with CPME requirements based on the final hourly schedule, credit will be awarded based on verified attendance at the sessions actually held, and corrected documentation of attendance will be issued where applicable.

Questions

Questions regarding this policy may be directed to OPMA at info@orpma.org or 503-662-9220.