

## NO SHOW POLICY

## **Free Workshops and Events**

Please be considerate of the opportunity to attend free workshops and events. When members forget to cancel, we are left with unused tickets that others (who missed out on securing a ticket) could have otherwise utilised and we still need to cover costs for catering and materials.

Whilst we understand that simple oversights occur and sometimes emergencies arise, we ask that you remember that 'no shows' do affect other people. Call it old fashioned, but it is simply good etiquette to let the host know if you won't be in attendance.

If you have been guaranteed a ticket to a free workshop or event and can no longer attend, please contact us at <a href="mailto:busiwomeninc@gmail.com">busiwomeninc@gmail.com</a> to cancel at least 24 hours in advance, so that we can release your ticket to someone else or make adjustments to paid catering.

If you fail to inform us that you need to release the ticket, you will receive one (1) courtesy warning email. If you fail to notify us a second time, you will lose the privilege of signing up for more Member Exclusive (free) Events for the remainder of your membership year.

Please be aware that as these are Member Exclusive events, you cannot simply pass your ticket onto a friend (non-member) as we need to ensure the tickets remain with the BWI membership network.

## **Paid Events**

We do not offer refunds with less than 7 days written notice. If possible, we will try to on sell your tickets to other members but cannot guarantee it.

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