

# Conference Refund Policy

## 1. General Policy

All registration fees for 4D Materials Design and Additive Manufacturing Conference 2026 (**4DMDA2026**) are subject to the refund terms outlined below. By completing registration, attendees acknowledge and agree that registration fees contribute to both fixed and variable costs incurred in organizing the conference.

## 2. Cost Coverage Priority

Registration fees are first applied to **expenses already incurred** in organizing 4D Materials Design and Additive Manufacturing Conference 2026, including but not limited to venue deposits, technology platforms, speaker fees, administrative costs, catering commitments, and marketing expenses.

Any refund issued will be calculated **only after such incurred expenses have been accounted for**. Refunds, where applicable, will be issued from the **remaining available funds**, in accordance with the timelines and percentages set out in this policy.

## 3. Refund Eligibility

Subject to Section 2 above, refunds are available under the following conditions:

- **Cancellation by Attendee**
  - Cancellations received **on or before 9<sup>th</sup> June 2026 - 30 days prior to the event**] may be eligible for a **full refund minus an administrative fee of 40 euros**, provided sufficient funds remain after incurred costs.
  - **No refunds** will be issued for cancellations received **after this date** or for no-shows.

## 4. Substitutions

- Attendee substitutions are permitted at no additional cost up to **30 June 2026**.
- All substitution requests must be submitted in writing to [joan.kelly@dcu.ie](mailto:joan.kelly@dcu.ie) and must include the full details of the replacement attendee.

## 5. Special Circumstances

Refund requests due to exceptional circumstances (e.g., medical emergencies, visa denials) may be reviewed on a **case-by-case basis**. While the organizers may exercise discretion, any approved refund remains subject to the coverage of incurred expenses as described in Section 2.

## 6. Event Postponement or Cancellation

- If 4D Materials Design and Additive Manufacturing Conference 2026 is postponed, attendees may choose to:

- Transfer their registration to the rescheduled date, or
- Request a refund of any remaining funds after incurred expenses have been deducted.
- If the conference is cancelled by the organizers and not rescheduled, registration fees will be refunded **after incurred organizational expenses have been covered**, with any remaining balance returned to participants on a pro rata basis.
- The organizers are not responsible for travel, accommodation, or other incidental costs incurred by attendees.

## 7. Virtual / Hybrid Conference Access (if applicable)

For virtual or hybrid conferences, **no refunds will be issued once access credentials or conference materials have been distributed**, except where required by law or expressly stated otherwise.

## 8. Refund Processing

- Approved refunds will be processed using the **original method of payment**.
- Please allow 10 **business days** from approval for refunds to be processed.

## 9. How to Request a Refund

All refund requests must be submitted in writing to:

- **Email:** joan.kelly@dcu.ie
- **Subject line:** “Refund Request -4D Materials Design and Additive Manufacturing Conference 2026  
Requests must include the registrant’s name, registration or order number, and reason for cancellation.

## 10. Policy Modifications

The organizers of 4D Materials Design and Additive Manufacturing Conference 2026 reserve the right to amend this refund policy at any time. Any updates will be published on the official conference website and will apply prospectively.