



Morris K. Udall and Stewart L. Udall Foundation

***John S. McCain III National Center for
Environmental Conflict Resolution Program (National Center)***

Training Program Cancellation, Rescheduling, and Materials Distribution Policy

Effective September 19, 2022

Open Trainings – Virtual

Cancellations made up to 30 days in advance of a training course will be refunded in full. Cancellations made less than 30 days in advance of a training course, including no shows, are not eligible for a refund.

All participants will receive electronic course materials. In order to receive hard copy materials for the course, mailing addresses for participants must be provided to the National Center training team no less than 21 days in advance of the course.

The National Center reserves the right to cancel courses, change virtual platforms, change instructors, or change course content. In the event that a course must be cancelled, participants will be informed a minimum of 30 days prior to the start of the course.

Open Trainings – In-Person

Cancellations made up to 30 days in advance of a training course will be refunded in full. Cancellations made less than 30 days in advance of a training course, including no shows, are not eligible for a refund.

The National Center reserves the right to cancel courses, change course location, change a course from in-person to virtual, change instructors, or change course content. In the event that a course must be cancelled due to low enrollment, or the location of the course is changed, participants will be informed a minimum of 30 days prior to the start of the course. The National Center adheres to current Federal Government, local, and state COVID-19 guidance as well as any applicable policies of the venues being used when scheduling in-person trainings. Due to the changing nature of COVID-19, the National Center reserves the right to cancel or reschedule a course within 30 days of the course if a safe learning environment is not possible. The National Center is not responsible for reimbursing registrants for nonrefundable airline tickets.

Group Trainings – In-Person and Virtual

Payment for group training courses must be received no later than 60 days prior to the start of the course. A full list of participants (including names, email addresses, and mailing addresses) must be sent to the National Center training team 30 days prior to the start of the course to ensure timely distribution of hard copy materials. Participant substitutions can be made by sending the name, email address, and mailing address of the new participant to the National Center training team. If participants are substituted less than 21 days prior to the start of the course, they will receive electronic materials only.

The National Center adheres to current Federal Government, local, and state COVID-19 guidance as well as any applicable policies of the venues being used when scheduling in-person trainings. Due to the changing nature of COVID-19, the National Center reserves the right to cancel or reschedule a course if a safe learning environment is not possible. Virtual courses may be substituted for in-person courses where virtual materials exist.

If your organization needs to reschedule the group training course(s), the National Center training team will do its best to find another time that works for your group. Please be aware, though, that given trainer availability, it is likely that your training course(s) will be rescheduled as much as 4-6 months or more out from the date(s) originally scheduled for your group.