

ICOS Symposium registration cancellation and refund policy

(In force as of October 2025)

Cancellations and refund requests for registration at the International Symposium for Olympic and Paralympic Research must be made in writing (email) to the International Centre for Olympic Studies (ICOS) at the University of Western Ontario, London, Canada.

The symposium is not budgeted to make a profit and ticket income covers event costs, meaning that registrants should check this policy carefully if there is any possibility of cancellation in advance.

Full Refund (less \$50 processing fee) – More than 60 days notice

To receive a full refund (less \$50 processing fee), ICOS must receive a written request no later than 60 days prior to the first day of the symposium.

50% Refund – Less than 60 days and more than 30 days notice

Request for a refund received by ICOS between 60 days and 30 days prior to the symposium will be eligible for a 50% refund.

No refund – within 30 days

Request for a refund within 30 days prior to the start of the symposium will not be eligible for a refund.

Extraordinary circumstances

A refund may be granted at the discretion of the organising committee on a case by case basis in the event of an extraordinary circumstance such as family death, emergency illness etc. Documentation may be requested to confirm eligibility for refund.

Substitution policy

Registrants may send a substitute in their place in lieu of requesting a refund. The organising committee must be notified of this at least 21 days prior to the start of the symposium.

Visa letters and refunds

Visa letters cannot be produced until payment for registration has been received. In the event that a visa cannot be obtained, a refund may be given for the difference between the in-person and virtual registrations. The Presentation can then be delivered virtually. This applies only if notification of this is given to ICOS at least 21 days prior to the event.

To request a refund contact:

ICOS Project Manager, Dr. Alan Oldham, aoldham2@uwo.ca