



# Focus on Book Arts Registration Policies

Focus on Book Arts (FOBA) is a 501(c)(3) non-profit organization for charitable and educational purposes specifically to develop and present a biennial conference with workshops, lectures, exhibits, and other activities related to the book arts.

Workshops are offered at the biennial conference, and registration begins in early March of every odd numbered year. You are encouraged to register early, as class size is limited and workshops are filled on a first-come, first-served basis. You may register online. Please note that we cannot reserve your place in a workshop without having received full payment. You will receive an e-mail confirmation when your registration is complete. If the workshop is already full, you will be placed on a wait list and notified if space becomes available. You will not be charged unless space becomes available and you then sign up.

Registration in our workshops is dependent on having a minimum number of people to cover the costs of the workshop. The workshop is not guaranteed to run if a minimum is not met. In late May you will be advised if a workshop is at risk of being cancelled due to low enrollment. Regardless you will receive a reminder about your workshop schedule approximately three weeks prior to the class. If you are travelling to FOBA, please feel free to check in with us prior to finalizing your travel arrangements.

**Wait List Policy:** FOBA creates wait lists for workshops that have reached their capacity of registered students. If a space opens up in a wait listed workshop, students on the wait list will be contacted. Priority will be given to the first person signed up on the wait list.

Workshop registration remains open until June 1, 2019. No new registrations, with the exception of waitlisted students, will be accepted after that date. All requested transfers from one class to another, must be completed by the registration deadline.

To be able to provide the highest quality instruction to the students registered in a workshop and to be fair to those on the wait list, FOBA accepts no walk-ins to workshops; pre-registration is required.

**Additional Workshop Policies:** FOBA caters to students' needs by offering in-person, group education by qualified instructors. For this reason, photography and video recording of workshops are prohibited unless specifically authorized by the workshop's instructor. Under no circumstances shall audio, video, or photography be published online or in print without prior authorization by FOBA.

Cancellation and Refund Policy. If you need to cancel a workshop or attendance at the conference as a whole, you must notify the Registrar at [registration@focusonbookarts.org](mailto:registration@focusonbookarts.org). Refunds will be made based on the following: Cancellation before April 15, 2019 will receive a full refund minus a \$25 fee; between April 15 and May 15, 2019 will receive 50% of the full amount paid; and cancellations after May 15, 2019 will receive no refund.

The FOBA Conference adheres to all the policies of Pacific University and expects all attendees to adhere to these policies as well. This includes policies related to conduct, emergency preparedness, and safety.

All registrants to the FOBA Conference must be 18 years of age or older.

Focus on Book Arts does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.