



## 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 April this 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 mid-June 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. We encourage all attendees to investigate "Cancel For Any Reason" (CFAR) insurance. FOBA is not responsible for travel expenses in the event of cancellation of the conference, or for attendees who do not meet the requirements for attendance.

**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. The student will have 24 hours to respond to a waitlist clearance before we move on to the next person.

Workshop registration remains open until June 20, 2022. 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. By your attendance, you grant FOBA the right to take video/photos for use for historic and marketing purposes.

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 May 16, 2022 will receive a full refund less a \$50 fee; between May 17, 2022 and June 19, 2022 will receive 50% of the full amount paid less a \$50 fee; and cancellations after June 20, 2022 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.

In accordance with Pacific University policy and to help keep our community safe, all conference attendees must present proof of vaccination in order to attend FOBA this year. In order to register you will be asked if you agree to this policy and are vaccinated. Note that those not providing proof of vaccination and ID at time of check in at the conference will be excluded from attending. No refunds will be given, and housing/meals will not be available.

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.