

Registration Policy

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 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 must 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 waitlist 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-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 traveling 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.

WaitList Policy: FOBA creates waitlists for workshops that have reached their capacity of registered students. If a space opens up in a waitlisted workshop, students on the waitlist will be contacted. Priority will be given to the first person signed up on the waitlist. 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 May 31, 2024. 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 waitlist, 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.

Refunds will be made based on the following:

Cancellation	Refund
Before or On April 15, 2024	Full Refund Less \$50 Booking Fee
April 16, 2024 to May 15, 2024	50% of Total Costs Less \$50 Booking Fee
On May 16, 2024 or after	No Refund

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

All conference attendees must adhere to Western Oregon University's policies regarding community safety and Covid-19. Currently, proof of vaccination and masking are not required, but this is subject to change dependent on the local conditions. We will communicate any changes, as well as note them on our website. In order to register, you will be asked if you agree to this condition. Note that those not in compliance with the Covid policies at the time of 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.