

## Registration Information

### ***CANCELLATIONS AND REFUNDS:***

If you must cancel your event registration you will receive a full refund up to four weeks before the workshop. A cancellation occurring within four weeks of the event dates will be subject to a 50% of total registration fee cancellation fee. To cancel a registration please call MTS at 605-367-5757

### ***SUBSTITUTIONS:***

Substitutions of attendees may be made at any time prior to the start of the workshop. To make a substitution, please call MTS at 605-367-5757.

### ***MTS-CANCELLED EVENT***

Should circumstances necessitate that MTS cancel an event; MTS staff will notify attendees by phone or email and will issue a full refund for the cancelled event. MTS will not be held responsible for any incidental cost incurred (hotel, airfare, etc.)

### ***CUSTOMER SERVICE INQUIRES:***

If you have questions about our events, please call MTS at 605-367-5757 between 8:30 am and 5:00 pm (CST) Monday – Friday.

### ***PAYMENT:***

Attendees have two options for payment. We will accept credit cards (American Express, Master Card, Visa) and we will also invoice you if you select the “Bill Me” option. All invoices are due upon receipt. Purchase Orders are not accepted for event registration.

### ***REGISTRATION CONFIRMATION:***

Once your registration has been confirmed, a follow-up email will be sent to you with the details of your workshop registration. Please use that email as confirmation and receipt of your registration.

### ***EVENT CAPACITY:***

Due to the popularity of MTS events and their limited availability, we encourage you to register early to ensure a seat. If an event is full please call MTS at 605-367-5757 to add your name to a waiting list.