
Satellite Women's Conference 2026

Cancellation and Refund Policy

Cancelling your Satellite Women's Conference (SWC) registration does not automatically cancel your hotel reservation, and cancelling your hotel reservation does not automatically cancel your SWC registration. If you need to cancel, be sure to follow the cancellation process for both registration and hotel reservations individually.

Registration Cancellation Policy

All cancellation requests must be submitted in writing; phone cancellations will not be accepted. Please send cancellation requests to Satellite's Event and Program Manager, Anne Schultz, at annes@satelliteindustries.com. You will receive an email confirmation of your cancellation request within 2 business days. Additional details and/or instructions will be included.

Refunds will be issued via the original payment method. Credit card refunds are typically processed within 3 business days, while check payments will be refunded by check, which may take up to 30 calendar days.

All cancellations will incur a standard \$75 per person registered processing fee that cannot be waived. This processing fee is in place to offset realized costs associated with conference planning activities.

Registration: Refunds will be issued per the policy, less the processing fee, as noted above.

- **Before July 15:** Cancellations received before July 15 will be fully refunded less the \$75, per person registered, processing fee.
- **After July 15:** Cancellations received between July 15 and September 1 will be refunded at 50% and less the \$75, per person registered, processing fee.
- **After September 1:** Cancellations received after September 1 are non-refundable.

Hotel Cancellation Policy

Hotel changes and cancellations must be made directly with **The Ballantyne**. Please call the hotel directly at 704-248-4000 to manage your reservation. Hotel cancellations must be made no later than **3 days** prior to your arrival date. Cancellation within 3 days, or failure to check in on your scheduled day of arrival will result in a one-night's room and tax penalty charged by the hotel to the credit card used for guarantee.