

Authors-At-Large Program Terms & Conditions (for participants):

Program fee

Participant pay a **program fee** that covers craft and cultural talks, the program schedule, the arrangements to meet local authors and/or attend festivals and/or participate in other literary or cultural activities and all talks led by the trip authors. Program schedules are subject to change but Authors-At-Large will endeavor to replace any unforeseen schedule changes with comparable or equivalent programming.

Registration

Registration for a program must be received no later than **6 weeks in advance**, and a minimum of **25% of the program fee is payable upon registration**, with the **balance due 3 weeks in advance of the start date**.

Ground fee

For each program, there is a **ground fee** which includes all local accommodations, any internal or other travel between points within each program, transportation to & from airports or other locations (only as specified on the schedule) and any meals, receptions or events so specified on the schedule. This fee is **payable in full at registration** and is **non-refundable once registration is made**. Participants who elect to make their own arrangements for accommodation must make their own way to all scheduled events. At those events or activities for which transport and food are covered, payment is required for any ground costs incurred.

Manuscript consultation fee

Manuscript consultation fee is **\$500 per manuscript for up to 3 different consultations** per trip with **no less than 2 different authors** (i.e.: you can work with one author on a maximum of 2 manuscripts); bookings for consultation must be made and **paid for in full no later than 4 weeks in advance**, at which time, the manuscript must also be submitted as an email attachment in either **Word, RTF or PDF** format. Participants who cancel out of the trip can **elect to receive a written response** from the author for an additional **\$150**, or receive a **75% refund** as long as cancellation occurs at least **two weeks** before the start date.

Other costs

Participants are **responsible for their own air or other transportation to & from the primary destination** and are expected to arrive at the accommodation provided on the start date specified for each program.

Participants are **responsible for their own meals and local transportation** as well as all **entry fees** to museums and other cultural institutions, except where otherwise specified in the program schedule; some lunches and dinners will be arranged at interesting local restaurants at your own cost, but these are optional.

Refunds

75% of the program fee is refundable for cancellation up to **three weeks before the start date**. If cancellation occurs less than three weeks prior to the program start date, no refunds are offered but 75% of the fee may be applied to a future program; if cancellation is less than one week prior, only 50% of the fee may be applied to a future program.

Programs are subject to a minimum group sign up. In the event of a program cancellation by Authors-At-Large, all fees will be refunded in full. If unforeseen circumstances which may be classified as “acts of god or the larger humanity” cause program cancellation (including but not limited to weather conditions, political upheavals or other catastrophic circumstances that prevent travel), Authors-At-Large will endeavor to refund all fees to the best of their ability and within the limits of comparable and reasonable business practices under such conditions.

Privacy Statement

Authors-At-Large will not use or sell any personal information provided by participants except to provide information related only to our programs and scheduling.