



September 19-21, 2023

Updates in Hospice and Palliative Medicine and Intensive Physician Board Review Course

September 22-23, 2023

26<sup>th</sup> Supportive & Palliative Care Clinical and Research Symposium

# September 19-21, 2023

Updates in Hospice and Palliative Medicine and

# Intensive Physician Board Review Course

#### Goal

Caring for the cancer patient in the advanced stages of disease is particularly challenging to the healthcare team. It requires attending to the many dimensions of care including medical, psychosocial, ethical, and spiritual needs. In its 19th year, the Updates in Hospice and Palliative Medicine and Intensive Physician Board Review Course will continue to offer physicians and healthcare professionals educational updates and literature review to help them successfully take the ABIM exam.

Physicians, fellows and advanced nurse practitioners will gain the knowledge and competence pertaining to symptom and pain management, issues facing patients at end-of-life, and effective communication techniques to implement into clinical practice.

# **Educational Objectives**

After attending the conference, participants should be able to:

- Interpret spiritual, legal and medical issues facing patients at end-of-life;
- Provide optimal end-of-life care including symptom management, psychosocial support and state-of-the-art pain management;
- Demonstrate effective communication techniques with patients in the advanced stages of cancer or debilitating disease and provide quality end-of-life care; and
- Identify non-cancer conditions needing palliative care.

# **Target Audience**

This activity is targeted to physicians and fellows as a board review course for the Hospice and Palliative Medicine Board Certification, though some Advanced Practice Nurses may find the information beneficial.

#### **Educational Methods**

Internet Live Course • Lectures/Didactic
• Audience Polling • Question/Answer Sessions

#### **Evaluation**

An online course evaluation tool will provide participants with the opportunity to comment on the value of the program content to their practice decisions, performance improvement activities, or possible impact on patient health status. Participants will also have the opportunity to comment on any perceived commercial bias in the presentations as well as to identify future educational topics.



#### Accreditation

In support of improving patient care, The University of Texas MD Anderson Cancer Center is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC) to provide continuing education for the healthcare team.

## **Credit Designation**

The University of Texas MD Anderson Cancer Center designates this live activity for a maximum of 26.50 *AMA PRA Category 1 Credits*™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

#### **Ethics**

The University of Texas MD Anderson Cancer Center designates this live activity for a maximum of 13.25 credit(s) of education in medical ethics and/or professional responsibility.

# **Pain Management**

The University of Texas MD Anderson Cancer Center designates this live activity for a maximum of 7.50 credit(s) of education in pain management and the prescription of opioids.

### American Board of Internal Medicine (ABIM) Maintenance of Certification (MOC Part 2)



Successful completion of this CME activity, which includes participation in the evaluation component, enables the participant to earn up to 26.50 MOC points in the American Board of Internal Medicine's (ABIM) Maintenance of Certification (MOC) program. It is the CME activity provider's responsibility to submit participant completion information to ACCME for the purpose of granting ABIM MOC credit.

In order to receive MOC points, you must pass the post-test with a score of 70% or higher.

# AGENDA

# Day 1 - Tuesday, September 19, 2023

(NOTE: All time is Central Standard Time (CST)

8:00 am	Introduction and General Overview of Course: How to Take the Exam Sriram Yennu, MD	1:00 pm	Adjuvant Medications for Pain Management & Integrative Approaches to Manage Pain Larry Driver. MD		
8:15	*Pain: Assessment and Principles Eduardo Bruera, MD	2:00	Opioid Rotation		
9:15	<b>Opioids for Pain Management</b> Kristy Nguyen, PharmD		Yvonne Heung, MD Kristy Nguyen, PharmD		
10:00	Break	3:00	Break		
10:30	<b>Interventions in Pain Management</b> Larry Driver, MD	3:15	*Delirium, and Opioid Induced Neurotoxicity Eduardo Bruera, MD		
11:45 am	1:45 am Lunch/ Meet the Professor: Pain Management and Opioid Case Discussions		Pediatric Palliative Care Kevin Madden, MD		
	Larry Driver, MD	5:30 pm	Pediatric Care in ICU Kevin Madden, MD		
		6:15 pm	Adjourn		

# Day 2 - Wednesday, September 20, 2023

8:00 am	*Cachexia Rony Dev, DO	1:30	Grief & Bereavement Monica Agosta, PsyD		
8:45	<b>Dyspnea and Cough</b> David Hui, MD	2:15	<b>*Medicare Hospice Benefit</b> Ruth Thomson, DO		
9:30	Break	3:30	Break		
9:45	*Prognostication David Hui, MD	3:45	Wound Care, Pressure Ulcers, Pruritis, and Xerostomia		
11:15	Palliative Care in the Last Week		Linh Nguyen, MD		
	<b>of Life</b> Eduardo Bruera, MD	4:30	<b>Fatigue</b> Sriram Yennu, MD		
12:15 pm	<b>Lunch: Meet the Professor</b> Eduardo Bruera, MD	5:00 pm	Adjourn		

# Day 3 — Thursday, September 21, 2023

8:15	<b>*Palliative Care Emergencies</b> Ahsan Azhar, MD	1:30	*Disease Specific Palliative Care I: Cardiac and Renal Linh Nguyen, MD	
9:15	*Geriatric Palliative Care Marvin Delgado-Guay, MD	2:15	*Challenging Conversations in Palliative Care Daniel Epner, MD	
10:15	Break	3:00	Management of Anxiety and Depression at the End-of-Life Marvin Delgado-Guay, MD	
10:30	*Spiritual Care Marvin Delgado-Guay, MD			
11:30	<b>*Ethical and Legal Decision Making</b> Colleen Gallagher, PhD Donna Zhukovsky, MD	3:45	Break	
		4:00	Nausea, Constipation, and Bowel Obstruction Jacquline Tschanz, MD	
12:30 pm	<b>Lunch: Meet the Professor</b> Colleen Gallagher, PhD Donna Zhukovsky, MD	4:45	*Disease Specific Palliative Care II: Neurological, AIDS Linh Nguyen, MD	
		5:30 pm	Adjourn	

# Pre-Recorded Sessions (each topic lasts 45 minutes, No CME awarded)

- ICU II; and Ventilator Weaning
  - Kevin Madden, MD
- Pediatric Palliative Care II Kevin Madden, MD
- Cancer Treatment Toxicities: Chemotherapy, Radiation Therapy, Targeted Therapy and Immunotherapy Sonal Admane, MD
- Opioid Safety, Non-Medical Opioid Use, and Risk Mitigation Strategies Joseph Arthur, MD
- Interdisciplinary team, Professionalism, Quality Improvement, Compliance, and Burnout

Suresh Reddy, MD

- Sleep Disturbance Sriram Yennu, MD
- Medication Interactions Matthew Clark, PharmD

Updates in Hospice and Palliative Medicine and

# Intensive Physician Board Review Course

# **Board Review Organizing Committee**

Sriram Yennu, MD (Activity Director)

Eduardo Bruera, MD Kevin Madden, MD Suresh Reddy, MD Kimberson Tanco, MD Donna Zhukovsky, MD

Eric Gagneaux (CE Activity Manager) Angie Castillo (CE Activity Planner) Tameka Sneed (Program Coordinator)

## **Board Review Faculty**

## **MD Anderson Faculty**

Sriram Yennu, MD (Activity Director)
Monica Agosta, PsyD
Ahsan Azhar, MD
Eduardo Bruera, MD
Marvin Delgado-Guay, MD
Rony Dev, DO
Larry Driver, MD
Daniel Epner, MD
Colleen Gallagher, PhD
Yvonne Heung, MD
David Hui, MD
Kevin Madden, MD

Kristy Nguyen, PharmD Jacquline Tschanz, MD Donna Zhukovsky, MD

# **Guest Faculty**

Linh Nguyen, MD UT Health Houston McGovern Medical School Houston, Texas

Ruth Thomson, DO, MBA, HMDC, FAAHPM, FACOI Chief Medical Officer Four Seasons Foundation Flat Rock, North Carolina

# 26th Supportive & Palliative Care Clinical and Research Symposium Clinical and Research Symposium

# **Featured Speakers**



Eduardo Bruera, MD, FAAHPM Palliative Care Medicine MD Anderson Cancer Center



William Breitbart, MD Weill Medical College of Cornell University Memorial Sloan Kettering Cancer Center New York, New York



Liliana de Lima, MHA International Association for Hospice and Palliative Care Houston, Texas

### **Symposium Organizing** Committee

Sriram Yennu, MD (Activity Director)

Paresa Alizadeh, APRN Joannis Baez Gonzalez, MD Ursula Braun, MD, MPH Eduardo Bruera, MD Michelle Carroll, APRN Yuchieh Kathryn Chang, MD Phylliss Chappell, MD, MS, FAAHPM Matthew Clark, PharmD Tonya Edwards, APRN Miriam Garcia-Hocker, APRN Lisa Green. RN (Nurse Educator) Astrid Grouls, MD Ying Guo, MD Thomas Hernandez, Jr., LPC Leanne Jackson, MD, FAAHPM Lakshmi Koyyalagunta, MD Mallory Lee, LCSW Smitha Mallaiah, MS, C-IAYT Ylain Ong-Gabat, RN, APRN Varsha Pawate, MD Catherine Powers-James, PhD Angelique Wong, MD

Eric Gagneaux (CE Activity Manager) Angie Castillo (CE Activity Planner) Tameka Sneed (Program Coordinator)

## 26th Palliative Symposium **Faculty**

Sonal Admane, MD Joseph Arthur, MD Joannis Baez Gonzalez, MD Patricia Bramati, MD Eduardo Bruera, MD, FAAHPM Cindy Carmack, PhD Matthew Clark, PharmD Tomi Clark, OTR/L, MOT Marvin Delgado-Guay, MD, FAAHPM Tonya Edwards, MS, MSN, FNP-C Daniel Epner, MD Thomas Hernandez, Jr., LPC Jerry Ignatius, DO Lakshmi Koyyalagunta, MD Juliet Kroll, PhD Gabriel Lopez, MD Smitha Mallaiah, MS, C-IAYT Melany Martin, PT, DPT, NCS Melissa Melo, MS, MT-BC Ingrid Moeller, MA, MT-BC Quvnh-Nhu Nauven, MD Nico Nortjé, PhD, MA (Psyc), Mphil. HEC-C Catherine Powers-James, PhD Lois Ramondetta, MD Pamela Sumler, LMT Michael Spano, Lac Kimberson Tanco, MD Claire Treacy, MSW

The University of Texas MD Anderson Cancer Center has implemented a process whereby everyone who is in a position to control the content of an educational activity must disclose all relevant financial relationships with any commercial interest that could potentially affect the information presented. MD Anderson also requires that all faculty disclose any unlabeled use or investigational use (not yet approved for any purpose) of pharmaceutical and medical device products. Specific disclosure will be made to the participants prior to the educational activity

Agendas are subject to change because we are always striving to improve the quality of your educational experience. MD Anderson may substitute faculty with comparable expertise on rare occasions necessitated by illness, scheduling conflicts, and so forth.

Photographing, audio taping and videotaping are prohibited.

The University of Texas MD Anderson Cancer Center does not endorse the commercial products equipment, or services presented by program supporters/exhibitors.

Please let us know what specific topics, issues or questions you wish to see addressed or emphasized in this activity. Email Continuing Professional Education at PEPInfo@MDAnderson.org. All responses will be forwarded to the Activity Director for consideration.

# **Guest Faculty**

Angélica Arango-Gutiérrez, MSc Pontificia Universidad Javeriana, Bogotá, Colombia

Ursula Braun, MD, MPH, FAAHPM Associate Professor of Medicine & **Medical Ethics Baylor College of Medicine** Director, Palliative Care Michael E. DeBakey VA Medical Center Houston, Texas

David Brecher, MD, FAAFP, FAAHPM VA Puget Sound Health Care System Tacoma, Washington

#### William Breitbart, MD

Professor Department of Psychiatry Weill Medical College of Cornell University Memorial Sloan Kettering Cancer Center New York, New York

# Mary Buss, MD, MPH

**Outpatient Palliative Care Tufts Medical Center** Boston, Massachusetts

#### Lauren Correll, PsyD

Assistant Professor Palliative Psychiatrist Michael E. DeBakey VA Medical Center Houston, Texas

#### Phylliss Chappell, MD, MS, FAAHPM

Assistant Professor Supportive and Palliative Care Houston Methodist Hospital Houston, Texas

#### Maxine de la Cruz, MD, FAAHPM

Beth Israel Deaconess Medical Center Harvard Medical School Teaching Hospital Boston, Massachusetts

#### Liliana de Lima, MHA

**Executive Director** International Association for Hospice and Palliative Care Houston, Texas

#### Astrid Grouls, MD

Assistant Professor Palliative Medicine Baylor College of Medicine & St. Luke's Hospital Houston, Texas

#### Sarah Grudier, LCSW, APHSW-C

Social Worker Supportive and Palliative Care Case Management and Social Work Houston Methodist Hospital Houston, Texas

#### Harry Han, MD

Section of Palliative Care Beth Israel Deaconess Medical Center Harvard Medical School Boston, Massachusetts

#### Leanne Jackson, MD, FAAHPM

Assistant Professor Michael E. DeBakey VA Medical Center Houston, Texas

#### Cynthia Johnson, BCC

Staff Chaplain Spiritual Care and Education Houston Methodist Hospital Houston, Texas

#### Eberechi Nwogu-Onyemkpa, MD, MHS

Assistant Professor of Medicine Section of Geriatrics and Palliative Medicine **Baylor College of Medicine** Baylor St. Luke's Medical Center Houston, Texas

#### Anna Cecilia Tenorio, MD

Palliative Care Physician Houston Methodist Hospital Houston, Texas

#### Alisha Young, MD

Assistant Professor The University of Texas Health Science Center Houston, Texas

#### Goal

Palliative/Supportive care is one of the new fields in medicine recently recognized by The American Board of Internal Medicine (ABIM). There is limited early access to Palliative care despite its known benefits in improving the quality of life in patients with advanced Illness. The goal of this 26th annual international interdisciplinary congress is to provide the latest advances in best practices in the field of Palliative/Supportive care. The content was planned by an interdisciplinary committee of experts in the field of Palliative/Supportive care to address current advances in the field.

As a result of the participation in the Symposium, the Symposium organizing committee intends the participants to: Identify the moral and ethical dilemmas facing clinicians who provide end-of-life care; Practice state-of-the art pain and symptom management for patients with advanced disease; Demonstrate effective communication with patients in advanced stages of cancer or debilitating disease and provide quality end-of-life care; and exhibit heightened awareness of medical, legal and spiritual issues facing patients and families involved in the care of advanced disease.

# **Educational Objectives**

After attending the conference, learners should be able to:

- Develop effective communication with patients in the advanced stages of cancer or debilitating disease and provide quality end-of-life care.
- Identify and interpret the moral and ethical dilemmas encountered in palliative care, incorporating supportive care strategies to improve patient care.
- Integrate state-of-the-art pain and symptom management for patients with advanced disease.
- Apply palliative care principals to life threatening disease in populations not limited to cancer patients.
- Articulate two best practices that includes the lastest state of the art advances in palliative and supportive care.

# **Target Audience**

This program should be of interest to palliative care or hospice physicians, oncologists, internal medicine physicians, family practice physicians, psychiatrists, and/or anesthesiologists. Other professionals include hospice, nursing, psychology, chaplaincy, ethics, and/or sociology.

#### **Educational Methods**

Internet Live Course • Lectures/Didactic • Workshop Sessions • Virtual Poster Session

#### **Evaluation**

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#### **Ethics**

The University of Texas MD Anderson Cancer Center designates this live activity for a maximum of 14.00 credit(s) of education in medical ethics and/or professional responsibility.

# Nursing

The University of Texas MD Anderson Cancer Center designates this live activity will award 14.00 Nursing Contact Hour(s)

# Pain Management

The University of Texas MD Anderson Cancer Center designates this live activity for a maximum of 4.00 credit(s) of education in pain management and the prescription of opioids.







26th Supportive & Palliative Care Clinical and Research Symposium

# Day 1 — Friday, September 22, 2023 (NOTE: All time is Central Standard Time (CST)

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8:00 am	<b>Welcome</b> Sriram Yennu, MD	- 1	Lunch/ Poster Session		3. NOT HOSPICE PLEASE: How Understanding Cultural Needs and			
8:10	Ten "Pearls of Wisdom" for Clinicians Providing Daily Palliative Care Eduardo Bruera, MD	1:00	Use of Opioids for Adults with Pain from Cancer or Cancer Treatment: ASCO 2023 Guidelines Eduardo Bruera, MD		Providing Spiritual Support Helped a Terminally III African American Patient at End-of-Life Anna Tenorio. MD			
9:00	Award Ceremony and Introduction Eduardo Bruera. MD	1:45	Concurrent Workshops:		Sarah Grudier, LCSW Cynthia Johnson, BCC			
	Outstanding Contributions in the Development of the Field of Palliative Care Presentation: Meaning-Centered Psychotherapy: Treating Despair at the End-of-Life William Breitbart, MD		Breathwork (Pranayama) Practice for Improving Stress Response in Cancer Patients     Lois Ramondetta, MD     Smitha Mallaiah, MS      We Must Express Our Faith!     The Impact of Religious Faith On	3:45 4:00	4. Marijuana Use and Palliative Care: State of Science Kimberson Tanco, MD Afternoon Break Concurrent Workshops:			
10:00	Morning Break		Decision-making in End-of-Life		1. Outpatient Palliative Care			
10:15	Concurrent Workshops:  1. Radiation Therapy for Management of Symptoms in Palliative Care Quynh Nguyen, MD  2. Advance Care Planning and the Role of the Palliative Medicine Provider David Brecher, MD  3. Treating Radiation Anxiety with Systematic Desensitization in Patients with Head and Neck Cancer Cindy Carmack, PhD  4. Burnout and Connecting to Personal Calling Jerry Ignatius, DO	2:45	Care Phylliss Chappell, MD Marvin Delgado-Guay, MD  3. Latest Updates in Palliative Care Involvement in the Care of Adult ECMO Patients Astrid Grouls, MD Alisha Young, MD  4. Improving Access to Outpatient Palliative Psychology: Working with the Warwick Lauren Correll, PsyD Leanne Jackson, MD Thomas Hernandez, Jr., LPC  Concurrent Workshops:		Education and Training: Filling the Gap Harry Han, MD Mary Buss, MD, MPH  2. Lessons Learned from Inpatient Palliative Care Evaluation of Adult Patients with Sickle Cell Disease Eberechi Nwogu-Onyemkpa, MD  3. Nowhere To Die: When Hospice is Not a Realistic Option for Every Patient Claire Treacy, MSW  4. Mobility and Self-Care to Promote Quality of Life: Role of Physical Therapy and Occupational Therapy in Palliative care			
11:15	WHO and IAHPC: Access of Essential Medicines for Palliative Care Worldwide Liliana de Lima, MHA					Immune-Related Adverse     Events Associated with     Immunotherapeutic Agents     Patricia Bramati, MD     Healing Through Music Therapy in     Advanced Disease     Melissa Melo, MS	5:00 pm	Tomi Clark, OTR/MOT Melany Martin, PT Adjourn
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# Day 2 — Saturday, September 23, 2023 (NOTE: All time is Central Standard Time (CST)

8:00 a		Career Award and Introduction  Eduardo Bruera, MD  International Association of	Introduction of the Debra Sivesind	12:45 pm	Lunch/Poster Session	
•	<ul> <li>Factors Associated with Suffering from Dying in Patients</li> </ul>			1:15	The Future, Prayers, and Lies: Existential Issues in Palliative Ca	
	with Cancer:A Cross-Sectional Analytical Study Among Bereaved		International Association of Hospice		William Breitbart, MD	
	Caregivers Angélica Arango-Gutiérrez, MSc		and Palliative Care: Challenges for the Establishment of Palliative Care in the Developing World	2:00	Concurrent Workshops: (15-min break at 3:15 pm)	
	Goal Concordant Care: How to		Liliana de Lima, MHA		1. Challenging Communication Encounters with Patients with	
	<b>Navigate SDoH</b> Nico Nortjé, PhD	10:45	Morning Break		Advanced cancer	
	• •	11:00	What's New in Palliative/Supportive		Daniel Epner, MD	
	<ul> <li>End-of-Life Care, Symptom Burden, and Quality of Life in Couples Facing Stage IV Lung Cancer: The Role of Patient and Spousal</li> </ul>		Care: 5 Most Impactful Publications this Year Sonal Admane, MD		Management of Pain:     a) Interventions for Manageme     Cancer Pain	
	Psychospirituality and Discussions	11:45	Concurrent Workshops:		Lakshmi Koyyalagunta, MD	
	Around Fear of Death and Disease Progression Juliet Kroll, PhD		Assessing Spiritual Needs and     Resources in Patients with Serious     Illness		<ul><li>b) Buprenorphine and Methad in Patients with risk of Non- Medical Opioid Use</li></ul>	
			Maryin Dolgado Guay MD		Motthour Clark BharmD	

- 8:45 **Concurrent Workshops:** 
  - 1. When and How to Treat Cancer Pain Joannis Baez Gonzales, MD
  - 2. Advances in the Management of **Delirium in Older Cancer Patients** Maxine Delacruz, MD
- Marvin Delgado-Guay, MD 2. Managing a Patient with Risk

of Opioid Misuse Using CHAT Program\* Joseph Arthur, MD

Tonya Edwards, MS, MSN 3. Improving Advance Care Planning

and [Surrogate] Decision Making for Autonomists, Altruists, Absolute **Trusters, Authorizers, and Avoiders** Ursula Braun, MD

- - are
    - nt of
    - one Matthew Clark, PharmD
    - c) Pain Management: Role of Integrative Medicine Interdisciplinary Team Gabriel Lopez, MD Smitha Mallaiah, MS Ingrid Moeller, MA, MT-BC Catherine Powers-James, PhD

Michael Spano, Lac

Pamela Sumler, LMT

4:30 pm Adjourn

# **Registration Information**

# Updates in Hospice and Palliative Medicine and Intensive Physician Board Review Course

(September 19-21, 2023)

• The Board Review Course will begin at 8:00 am on Tuesday, September 19, and will adjourn at 5:30 pm on Thursday, September 21.

NOTE: All time is Central Standard Time (CST)

# 26th Supportive & Palliative Care Clinical and Research Symposium

(September 22-23, 2023)

 The Symposium will begin at 8:00 am on Friday, September 22, and will adjourn at 5:45 pm on Saturday, September 23.
 NOTE: All time is Central Standard Time (CST)

# The Deadline for Advanced Registration is August 19, 2023.

To register online, visit the activity websites listed below:

- Updates in Hospice and Palliative Medicine and Intensive Physician Board Review Course:
  - https://mdanderson.cloud-cme.com/2023PallBoardReviewCourse
- 26th Supportive & Palliative Care Clinical and Research Symposium: https://mdanderson.cloud-cme.com/ MDAPalliativeSymp2023
- Must register separately to attend the Palliative Care Symposium.
- Registration for the Board Review Course includes access to the Post Webinar Sessions.
- Board Review Course registration DOES OFFER the "SPECIAL" Symposium Rate of \$100

We accept the following forms of payment:

- Credit cards (MasterCard, Visa, and American Express
- Check (payable through U.S. banks only)
- Mail Check to:

Continuing Professional Education (CPE) – Unit 1781 The University of Texas MD Anderson Cancer Center P.O. Box 301407 Houston, Texas 77030

A receipt/confirmation email will be sent to you within 24 hours of on-line registration.

#### **Registration Fees**

# Updates in Hospice and Palliative Medicine and Intensive Physician Board Review Course (September 19-21, 2023)

Physician/Scientist (MD, PhD includes Resident, Fellows, etc.)	\$899
Online Access (includes access online syllabus and video presentations)	\$499
SPECIAL Symposium Rate — Board Review Attendees (must register separately to attend the Symposium)	\$100

# 26th Supportive & Palliative Care Clinical and Research Symposium (September 22-23, 2023)

	Register by 08/19/2023	Register after 08/19/2023
Non-MD Anderson Affiliates		
Physician/Scientist (MD, PhD)	\$350	\$400
Healthcare Professionals (Nurse, Hospice, Clergy, Ethicist, Social Worker, PT, PA, etc.)	\$250	\$300
Student/Trainee (Fellow, Resident)	\$100	\$150
MD Anderson Affiliates		
Physician/Scientist (MD, PhD)	\$200	\$250
Healthcare Professionals (Nurse, Hospice, Clergy, Ethicist, Social Worker, PT, PA, etc.)	\$150	\$175
Student/Trainee (Fellow Resident)	\$100	\$150
SPECIAL Symposium Rate — Board Review Attendees	\$100	\$100

# **Refund/Cancellation Policy**

The registration fee, minus a \$50 administration-handling fee, is refundable if a written request is received on or before Monday, August 21, 2023 for both activities. No refunds will be granted after these dates. The request for a registration refund must include the tax identification number of the company or institution if registration was paid by a company or institution check.

The Department of Continuing Professional Education (CPE), reserves the right to cancel activities prior to the scheduled date, if low enrollment or other circumstances make it necessary. Each registrant will be notified by mail, e-mail, or at the phone or fax numbers given on the registration form. In case of activity cancellation, the liability of CPE is limited to the registration fee. CPE will refund the full registration fee.

CPE reserves the right to limit the number of participants in a program and is not responsible for any expenses incurred by an individual whose registration is not confirmed and for whom space is not available.

## Special Assistance/ Additional Information

Contact CPE, at 713-792-2223 or toll free at 866-849-5866.