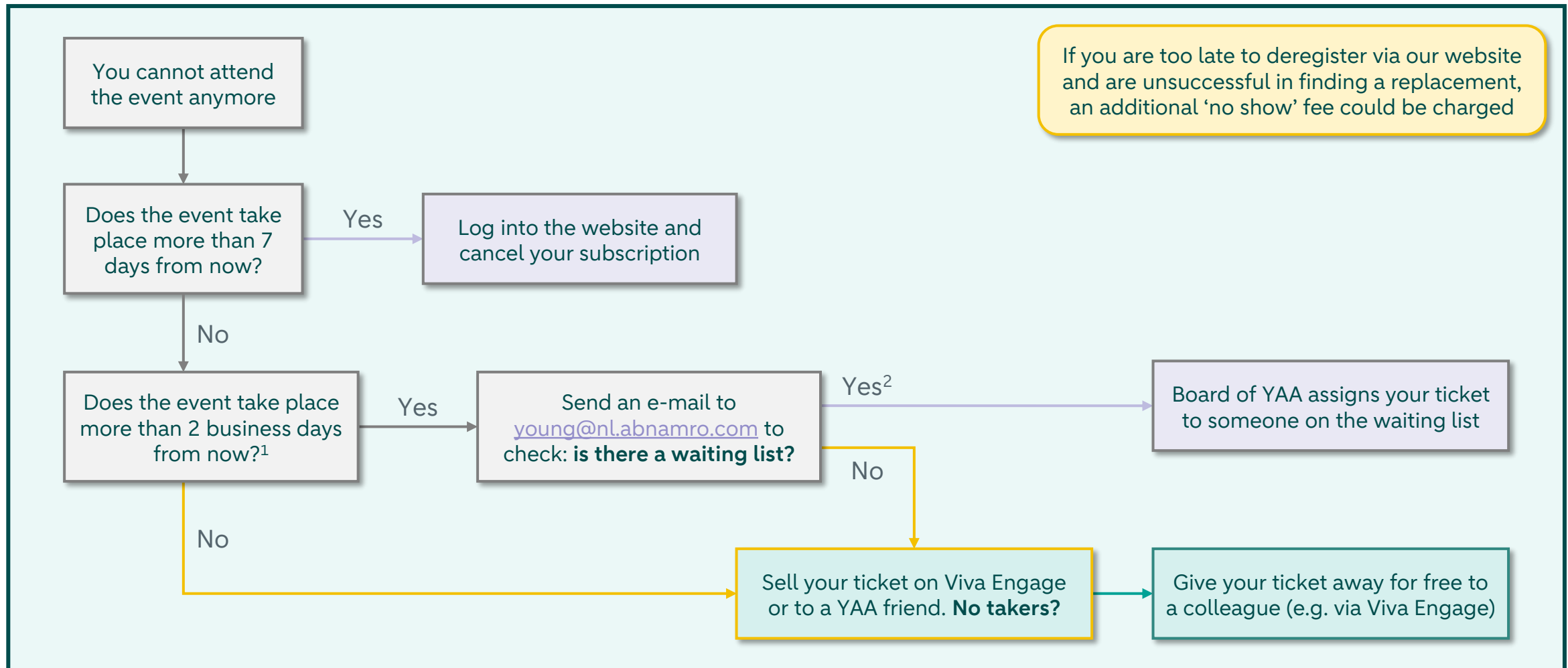# Decision tree for cancellations
What to do if you cannot attend an event and how to avoid a 'no show' fee

You cannot attend the event anymore

If you are too late to deregister via our website and are unsuccessful in finding a replacement, an additional 'no show' fee could be charged

Does the event take place more than 7 days from now?

Yes → Log into the website and cancel your subscription

No

Does the event take place more than 2 business days from now?[1]

Yes → Send an e-mail to young@nl.abnamro.com to check: **is there a waiting list?**

Yes[2] → Board of YAA assigns your ticket to someone on the waiting list

No → Sell your ticket on Viva Engage or to a YAA friend. **No takers?**

No → Sell your ticket on Viva Engage or to a YAA friend. **No takers?**

→ Give your ticket away for free to a colleague (e.g. via Viva Engage)

1. This is important since some events occur during or shortly after the weekend. Some examples: event on Thursday -> deadline Monday 23.59h // event on Tuesday -> deadline Thursday 23.59h // Event on Saturday, Sunday or Monday -> deadline Wednesday 23.59h; **2.** If no one from the waiting list is available, the Board will inform you and you are responsible to find your own replacement