

ASQ Section 0105 Meeting Cancellation Policy

- 1) The review of weather conditions (ex: radar) and posted advisory notices shall be used in the determination of travel safety
- 2) The decision of meeting cancellation/postponement shall be made by Noon the day of the meeting
- 3) The decision to cancel/postpone the meeting shall be communicated to/on:
 - a) All registered attendees contact information provided
 - b) Meeting organizer/presenter/facility
 - c) Local media outlets (TV, Radio, Web)
 - i. TV
 1. WCSH6
 2. WGME13
 3. WMTW8
 - ii. Radio
 1. Citadel Broadcasting Company (Ex: WBLM 102.9, WCYY 93.9, WJBQ 97.9)
 2. Accumulus Communications
 3. Saga Communications (Ex WMGX 93.1, WPOR 101.9, WCLZ 98.9)
 4. Nassau Broadcasting (Ex WTHT 99.9, WHXR, 106.7)
 5. Maine Public Broadcasting
 - d) Section Website (if possible)
- 4) Announcement of whether the meeting shall be reschedule shall be communicated at a later date

Note: Please provide accurate contact information at time of meeting registrations (ex: email addresses or other contact information) so that communication to all registered attendees may be conducted effectively.