

Dear (name),

As we are nearing your travel date to Chicago for the **Obstructive Sleep Disordered Breathing in Children — An Interdisciplinary Approach** training scheduled on March 27-28 the decision had to be made to either cancel the meeting or continue forward under the current pandemic scare. The AACP understands that the health and safety of all attendees and instructors is paramount. Currently, we are seeing an unprecedented amount of meeting cancellations across the nation due to the COVID-19. It appears to be a matter of days before the flights and quarantines hit the US on a broad scale. Chicago has already cancelled several big meetings; several Universities and Companies are restricting their employees from travel and canceling. At this time, the AACP Executive Committee and Course Director Dr. Steven Olmos, wish to inform you that the training has been cancelled and will be rescheduled as soon as the immediate pandemic situation is made clear, and travelers feel safe to congregate in groups again.

The AACP continues to follow recognized public health organizations for fact-based resources to stay informed and keep up to date on the virus to help guide planning and response.

Primary agencies both within the U.S. and globally include:

[1] Centers for Disease Control's reference materials <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

[2] World Health Organization's website on coronavirus <https://www.who.int/health-topics/coronavirus>

[3] U.S. Department of State's coronavirus notification

<https://travel.state.gov/content/travel/en/traveladvisories/ea/novel-coronavirus-hubei-province--china.html>

[4] National Health Commission of the People's Republic of China <http://en.nhc.gov.cn/>

We are closely monitoring and plan to follow specific guidance from the AACP Executive Committee to rebook the course. We are hopeful you agree and apologize for any inconvenience this may cause you. We're requesting to hold your paid registration fee for the rescheduled course; if you require a refund please contact our new management company's accounting department by sending your email to britana@ameetingbydesign.com, she will assist you with obtaining a refund.

We urge all registrants to use the resources of their own individual travel insurance or refund guidelines allowed by airlines, most airlines as of today are allowing passengers to rebook without penalties. We encourage you to stay informed using the public health websites listed above for regular updates about the virus and information about protective measures you can take. We will continue to keep you updated as new information becomes available over the next several days as to the date for the rescheduled course.

Sincerely,

Jeanne K. Bailey. D.D.S.
President, AACP