



# INTERNATIONAL SCHOOL MANILA

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## OFFICIAL SENIA CONFERENCE CANCELATION LETTER

Date: February 4, 2020

Dear SENIA Attendees and Presenters,

Due to the evolving 2019-Novel Coronavirus (NCoV), situation, International School Manila (ISM) has canceled its hosting of the Special Education Network and Inclusion Association (SENIA) Conference, which was due to take place on February 21-23, 2020. We know this will be a great disappointment to teachers, parents, special education service providers, and presenters, as this is the premier opportunity in the Asian region to gain new skills, learn from others, and share your own learning.

Unfortunately, there were a number of schools from mainland China, Hong Kong, and Macau due to participate who have all had to cancel as the Philippine Government has restricted all travel from and to these areas. In addition, other aspects of the conference, such as presenters being able to travel, had become uncertain. Also, the risks of having a large group of people together from other countries during the peak of a highly contagious outbreak would put people at risk. We have made a very difficult decision that will have financial impacts on many people, but we considered this the most prudent decision considering the risks involved.

We will be offering this letter as proof of cancelation and hope that it can serve as a means to an end for recouping money spent on flights and hotels. We will also be offering a partial refund, less the fees from Eventbrite, PayPal and a processing fee of USD \$30. We will be sending a Google form to those that paid by invoice to collect bank information for the Electronic Funds Transfer (EFT) that will be done to complete the refund process. Those who paid by PayPal, will be issued a refund via PayPal and we hope to begin that process in due course.

Again, we apologize for the inconvenience this is causing our participants, presenters, and host school. SENIA wishes you all health and safety as we navigate this unexpected health crisis.

Sincerely,

Wilbur Laulo  
SENIA Host Organizer  
International School Manila

William Brown  
Assistant Superintendent  
International School Manila