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Requesting an Event Registration Cancellation on the **New CI Website**

1. If you wish to request a cancellation of your registration for an event, you can do so via your member profile.
2. Click the “My Events” tab and select, “Request an Event Registration Cancellation.” (You can also view your prior event registrations via the “Prior Event Registrations” link.)

My Membership Info

[Member Information](#)

[Billing Info](#)

[My Events](#)

My Events

[Prior Event Registrations](#)

[Request an Event Registration Cancellation](#)

3. You will be shown a dropdown menu from which you can select the registration you wish to cancel. Once you’ve selected the correct event, click the “Request Cancellation” button.

Below is a list of upcoming events for which you are currently registered. To request a cancellation, select the event from the list below and click the 'Request Cancellation' button. An email will automatically be sent to an administrator to review your cancellation request.

14th United States National Combustion Meeting (March 16, 2025 - March 19, 2025) ▼
[Request Cancellation](#)

4. After clicking it, a cancellation request email will be sent to the CI Office, who will then review and process your request. We will reach out to you to confirm the status of your cancellation. Additionally, you can monitor it through the “Prior Event Registrations” link in the “My Events” tab. If your registration has been cancelled, it will disappear from your list of registrations. Refunding of your registration costs (where applicable) will be done separately via Authorize.net.

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