

YEA Leadership Weekend Policies

YEA Leadership Weekend attendance is limited to 30 members. In order to be fair to all registrants, completed forms are processed on a first-come, first-served basis. If payment is not received within 2 weeks of receipt of the registration form, registrants forfeit their reserved spot in the weekend. After 30 completed and paid registrations have been received, registration will be closed.

Please wait to purchase airfare until you have heard from ASHRAE that your application has been received and payment has been processed. When you are ready to book flights, make sure you will be landing in Denver no later than 10:30am on Friday morning (April 1st) and departing no earlier than 2:00pm on Sunday afternoon (April 3rd). This will allow time to travel between the airport and hotel without missing any of the scheduled events. If you have questions about travel or accommodations, please contact Colleen Knight at cknight@ashrae.org.

Contact information and travel arrangements for all attendees is requested following your processed registration. This information is used to get in touch with you and adjust for travel delays and complications. Please forward travel plans and cell phone numbers to Colleen Knight at cknight@ashrae.org at your earliest convenience.