

## YEA Leadership Weekend Policies

### **Registration**

YEA Leadership Weekend attendance is limited to 30 members. To be fair to all registrants, completed forms are processed on a first-come, first-served basis. Payment is required at the time of registration. After 30 completed and paid registrations have been received, registration will be closed and a waiting list will be created until the registration deadline of Thursday, August 1, 2019.

The online registration form must be completed in its entirety and submitted online for your registration to be received and processed. You will receive a confirmation email from Rhiannon Masterson at [rmasterson@ashrae.org](mailto:rmasterson@ashrae.org) (or another ASHRAE Staff) once your registration is processed. We will not be able to accommodate any attendees who did not register for the event.

### **Schedule and Travel**

Please wait to purchase airfare until you have heard from ASHRAE Staff that your application has been received and payment has been processed.

- For those not participating in the technical tour: When you are ready to book flights, make sure you will be landing in Nashville, TN no later than 12:30pm local time on Friday, September 13, 2019 and departing no earlier than 2:00pm local time on Sunday, September 15, 2019. This will allow time to travel between the airport and hotel without missing any of the scheduled events.
- For those participating in the technical tour: When you are ready to book flights, please plan on arriving in Nashville, TN at any time on Thursday, September 12, 2019 (your hotel room will be ready beginning at 4pm that day, but you are welcome to come earlier if you'd like more time to explore the city). Please book your departing flight no earlier than 2:00pm local time on Sunday, September 15, 2019. 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 Rhiannon Masterson at [rmasterson@ashrae.org](mailto:rmasterson@ashrae.org).

### **Cancellation Policy**

You may cancel your registration and receive a full refund if you submit notification to Rhiannon Masterson by Monday, August 12, 2019. If you cancel your registration after that date, no refund will be provided.

### **Transfer Policy**

Your registration is non-transferable. If you are no longer able to attend the event, please notify Rhiannon Masterson at [rmasterson@ashrae.org](mailto:rmasterson@ashrae.org). If it is before August 12, 2019, your registration will be cancelled and you will be issued a refund. If it is after August 12, 2019, no refund will be provided.