

## YEA Leadership International Policies

### **Registration**

YEA Leadership International (YLI) attendance is limited to 20 members. To be fair to all registrants', completed forms are processed on a first-come, first-served basis. After 20 completed and paid registrations have been received, registration will be closed. The deadline for registration is **Wednesday, September 14, 2022**.

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 Jeanette McCray at [jmccray@ashrae.org](mailto:jmccray@ashrae.org) once your registration is processed. We will not be able to accommodate any attendees who did not register for the event.

### **Payment**

Payment is required at the time of registration. A credit card is the only form of payment accepted. Payment may not be made in person at the event.

### **Travel Information**

Please wait to purchase airfare until you have heard from Jeanette McCray at 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 Kuala Lumpur no later than 12:00 local time on Friday, October 28 and departing no earlier than 14:00 (2:00pm) local time on Sunday, October 30. 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 Jeanette McCray at [jmccray@ashrae.org](mailto:jmccray@ashrae.org).

### **Cancellation Policy**

You may cancel your registration and receive a full refund if you submit notification to Jeanette McCray by **Wednesday, September 14, 2022**. If you cancel your registration after that date, no refund will be provided.

If your Visa is denied after the cancellation deadline of September 14<sup>th</sup>, please send a copy of the denial letter to Jeanette McCray at [jmccray@ashrae.org](mailto:jmccray@ashrae.org).

### **Transfer Policy**

Your registration is non-transferable. If you are no longer able to attend the event, please notify Jeanette McCray at [jmccray@ashrae.org](mailto:jmccray@ashrae.org). If it is *before* September 14, 2022, your registration will be cancelled and you will be issued a refund. If it is *after* September 14, 2022, **no refund** will be provided.