

YEA Leadership International Policies

Registration

YEA Leadership International (YLI) attendance is limited to 30 members. To be fair to all registrants', completed forms are processed on a first-come, first-served basis. After 30 completed and paid registrations have been received, registration will be closed. The deadline for registration is **Thursday, June 15, 2023**.

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 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 Galway no later than 12:00 local time on Friday, August 11th and departing no earlier than 17:00 (5:00pm) local time on Sunday, August 13th. 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.

Cancellation Policy

You may cancel your registration and receive a full refund if you submit notification to Jeanette McCray by **Thursday, June 15th, 2023**. If you cancel your registration after that date, no refund will be provided.

If your Visa is denied after the cancellation deadline of June 15th, please send a copy of the denial letter to Jeanette McCray at 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. If it is *before* June 15, 2023, your registration will be cancelled, and you will be issued a refund. If it is *after* June 15, 2023, **no refund** will be provided.