

## 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 and a waitlist will be started. The deadline for registration is **Wednesday, September 2, 2026**.

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.

### **Guest Registration**

If you are planning to bring a guest with you, please let me know no later than **Wednesday, September 9<sup>th</sup>, 2026** and I will send you a guest registration form to complete. You can send your guest registration request to [jmccray@ashrae.org](mailto:jmccray@ashrae.org). Guest registration will **only** cover their hotel stay and the Friday and Saturday dinners.

### **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 Cairo no later than 12:00 local time on Friday, October 23<sup>rd</sup> and departing no earlier than 14:00 (2:00pm) local time on Sunday, October 25<sup>th</sup>. 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 2, 2026**. If you cancel your registration after that date, **no refund** will be provided.

If your Visa is denied after the cancellation deadline of **September 2, 2026**, 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 2, 2026**, your registration will be cancelled, and you will be issued a refund. If it is **after September 2, 2026**, **no refund** will be provided.