

## 2024 YEA Leadership Weekend 2.0 Policies

### **Registration**

YEA Leadership Weekend 2.0 attendance is limited to 20 members. In order 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 20 completed and paid registrations have been received, registration will be closed and a waiting list will be created until the registration deadline of Sunday, March 17, 2024.

The online registration form must be completed in its entirety and submitted online in order 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.

### **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. When you are ready to book flights, make sure your flight arrives no later than 12:00pm local time on Friday, May 3, 2024, and departing no earlier than 3:00pm local time on Sunday, May 5, 2024. This will allow time to travel between the airport and hotel without missing any of the scheduled events. Please note that the airport is about a 30–45-minute ride to and from the hotel. 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 **Sunday, March 17, 2024**. *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 Jeanette McCray at [jmccray@ashrae.org](mailto:jmccray@ashrae.org). If it is **before** March 17, 2024, your registration will be cancelled, and you will be issued a refund. If it is **after** March 17, 2024, no refund will be provided.