

## 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 **Tuesday, September 26, 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](mailto:jmccray@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 Chicago, IL no later than 12:30pm local time on Friday, October 27, 2023 and departing no earlier than 2:00pm local time on Sunday, October 29, 2023. 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 Chicago, IL at any time before 2:00pm Thursday, October 26, 2023 (your hotel room will be ready beginning at 4pm that day, but since the tour is at 2:30pm you can arrive early and store your bags at the hotel). Please book your departing flight no earlier than 2:00pm local time on Sunday, October 29, 2023. 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 **Sunday, October 8, 2023**. 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* **October 8, 2023**, your registration will be cancelled, and you will be issued a refund. If it is *after* **October 8, 2023**, no refund will be provided.

### **\*\*\*\*Exception to Cancellation and Transfer Policy\*\*\*\***

If you are cancelling your reservation due to COVID-19 related issues after **October 8, 2023**, please send an email to Jeanette McCray at [jmccray@ashrae.org](mailto:jmccray@ashrae.org) and your registration will be cancelled, and a refund issued.

If the event is cancelled due to Covid-19 related issues all registrants will receive notification and a full refund. We will be closely monitoring the CDC website for updates.