

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 **Thursday, February 13th, 2025**.

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 (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.

Guest Registration

If you are planning to bring a guest with you, please let me know no later than **Thursday, February 13th, 2025** and I will send you a guest registration form to complete. You can send your guest registration request to Jeanette McCray at jmccray@ashrae.org. Guest registration will **only** cover the Friday and Saturday dinners.

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 Louisville, KY no later than 12:30pm local time on Friday, March 14th, 2025 and departing no earlier than 2:00pm local time on Sunday, March 16th, 2025. 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 Louisville, KY at any time before 2:00pm Thursday, March 13th, 2025 (your hotel room will be ready beginning at 4pm that day, but since the tour is at 3:00pm 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, March 16th, 2025. 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, February 13th, 2025**. 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. If it is *before* **February 13, 2025**, your registration will be cancelled, and you will be issued a refund. If it is *after* **February 13, 2025**, no refund will be provided.

*****Exception to Cancellation and Transfer Policy*****

If you are cancelling your reservation due to COVID-19 related issues after **February 13, 2025**, please send an email to Jeanette McCray at 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.