**Lodging & Parking Information**

**LGA Room Block**: Room block closes June 2 or when the block is full. Reservations require a credit card on file and ;lp[deposit.

$101 + tax per night for single occupancy.

$121 + tax per night for double occupancy.

Additional persons will be charged $10 per night.

Online Reservation

Visit the [**2020 LGA Regional Seminar Reservation Webpage**](https://reservations.travelclick.com/75607?groupID=2652975&adults=1#/guestsandrooms)and follow the prompts.

Reservation by Phone

Call **540-231-8000** or **877-200-3360** and note that you are making a reservation under the **2020** **LGA Regional Seminar**block.

**Hotel Wait List**:If the room block fills, LGA will start a waitlist providing open rooms on a first come first served basis. Contact Amy Sales at amy.sales@easterassociates.com to add your name to the LGA wait list.

**Hotel Check-in and Check-out:** Check-in time is 4 p.m. on the day of arrival. Check-out time is 11 a.m. on the day of departure.

**Parking**: Parking is complimentary to all hotel guests.

**Payment & Cancellation Policy**

**Payment Policy**
June 19: Registration & Payment Deadline
After June 19: Unpaid invoices and registrations will be charged a $25 late fee.

June 26: On-site registrations will be charged a $20 on-site registration fee.

After June 26: Any outstanding invoices will have a $10 fee added to the total owed.

**Registration Cancellation & Refund Policy**
Cancellation of conference registration and guest fees must be received by LGA in writing by June 19 for a full refund, less a $25 fee.

After June 19, registrants will not be refunded for the meal portion and will also be assessed a $25 fee.

Upon written request, a no-show will be refunded the conference fee, less the actual out-of-pocket expenses of LGA (meal, room fees, AV costs, etc.) plus a $25 processing fee.

**Substitutions**
The original conference registrant must send the substitute's registration information in writing by June 19 in order for the substitute to receive a packet, name tag, and to account for meal preferences. Payment arrangements will be handled by the original registrant and substitute.

**Handout Options**

* Registrants may purchase a hard copy set of handouts for $60. Set will include materials submitted by presenters by June 12.
* LGA members may download all handouts from the LGA website for free. These materials will be available the week of the conference.
* During the conference, a shared USB flash drive will be available at the registration desk. We are unable to provide USB drives to attendees.