



2024 Spring Conference | April 25-27

Omni Richmond | Richmond

Conference Registration & Hotel Reservation Cancellation Policies

LGA Conference Registration Cancellation Policy

Cancellation Deadline: April 18

Cancellation of conference registration and guest fees must be received in writing, by mail or email.

Notice must be received by LGA by April 18 for a refund, less a \$25 fee.

After April 18, registrants wishing to cancel will not be refunded for the meal portion and will also be assessed a \$25 processing fee.

Upon written request, a no-show will be refunded the conference fee, less the actual out-of-pocket expenses of LGA, including meal costs and a \$25 processing fee.

A conference registrant may send a substitute to the event if the original registrant is not able to attend. The original conference registrant must send the substitute's registration information in writing by April 18.

Omni Reservation Cancellation Policy

LGA has negotiated a room block for registrants at the Omni Richmond with rates starting at \$145++ per night. A credit card is required at the time of reservation. In the event a guest must cancel a confirmed reservation, please read your reservation confirmation for cancellation policy. If you will arrive late, contact the hotel to keep your room reservation. Additionally, rooms vacated prior to the departure date (confirmed during check in) will result in early departure fee of one night's room and tax.

If you book a room, then do not need it, PLEASE CONTACT STAFF at info@lgava.org.

- If there is a wait list, Christy will work with the hotel to move reservations between LGA attendees. LGA will not assist with payment arrangements.
- If the room is not needed by another registrant, you will be notified and responsible for cancelling your reservation.
- If you book through a third-party, LGA is unable to assist with your cancellation.

Please read your reservation confirmation for cancellation policy.