

## **LGA 2017 Regional Seminar**

### **Fri., June 30 at The Craddock Terry Hotel and Event Center**

1312 Commerce Street  
Lynchburg, VA 24504  
(434) 455-1500

#### **PAYMENT AND CANCELATION POLICY**

##### **Payment Policy**

MCLE Registration & Payment Deadline: **Friday, June 23**

To avoid a late fee of \$20, conference participants must pay all conference registration fees on or before the registration deadline. A check, credit card charge or valid purchase order indicating that a check is forthcoming will be accepted as advance payment.

##### **Registration Cancellation & Refund Policy**

Cancellation Deadline: **Friday, June 23**

Cancellation of conference registration and guest fees must be received in writing, by either fax or email. This notice must be received by LGA by June 23 for a full refund, less a \$25 processing fee. After that date, 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.

##### **Billing Fee**

Any outstanding conference fees that must be billed after the event will have a \$10 billing fee added to the total owed.

##### **Substitutions & Walk-ins**

A conference registrant may send a substitute to the event if the original registrant is not able to attend. The other person may be substituted at any time up to and including the actual conference date. Other walk-in attendees will also be accepted on the day of the seminar, but a late fee of \$20 will be added to their registrations.

##### **Questions/Assistance**

Contact Adele MacLean, LGA Conference and Member Services Coordinator  
Email: [am7m@virginia.edu](mailto:am7m@virginia.edu) or (804) 371-0202