LOCAL GOVERNMENT ATTORNEYS OF VIRGINIA

# 2026 Fall Conference / October 8-10

HYATT REGENCY RESTON | RESTON, VIRGINIA

## CONFERENCE REGISTRATION & HOTEL RESERVATION CANCELLATION POLICIES

### *LGA Conference Registration Cancellation Policy*

Cancellation Deadline: **Thursday, October 1**.

Cancellation of conference registration and guest fees must be received in writing, by mail or email to Christy Jenkins at christy.jenkins@easterassociates.com.

Notice must be received by LGA by Thursday, October 1 for a refund, **less a $25 fee**.

Upon written request, a no-show will be refunded the conference fee, less the actual out-of-pocket expenses of LGA, including meal and AV 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 **Thursday, October 1**.

### *Hotel Reservation Cancellation Policy*

LGA has negotiated a room block at the Hyatt Regency Reston with rates starting at $219++ per night. In the event a guest must cancel a confirmed reservation, please read your reservation confirmation from the hotel for cancellation policy. If you anticipate arriving late, contact the hotel to keep your room reservation. Additionally, rooms vacated prior to the departure date (confirmed during check in) may result in early departure fee of one night's room and tax.

**If you book a room, then find you do not need it, PLEASE CONTACT LGA STAFF Christy Jenkins at christy.jenkins@easterassociates.com. We will attempt to use your room to house a member on our waiting list.**

If the room is not needed by another registrant, you will be notified promptly and will be responsible for cancelling your reservation directly with the hotel.

If you book through a third-party, LGA is unable to assist with your cancellation.

Please read your reservation confirmation for cancellation policy.