



REGISTRATION TERMS AND CONDITIONS LEIU/IALEIA ANNUAL TRAINING EVENT

April 26-30, 2027 | Phoenix, Arizona

By submission of your conference registration, you (Registrant and/or Administrator on behalf of Registrant) acknowledge acceptance of the following terms and conditions:

A. Registration Process and Payment Methods

1. Registration must be paid in full prior to admittance to the LEIU/IALEIA Annual Training Event. Registrants should obtain registration confirmation before committing to travel arrangements.
2. Email is the primary method of communication for the LEIU/IALEIA Annual Training Event. LEIU/IALEIA cannot be responsible for your spam filters blocking event-related emails, including but not limited to registration confirmation, payment confirmation and training certificates. If you do not receive confirmation within 24 hours of submitting your online registration form, please contact us at Conference@leiu.org and provide an alternate email address that will not block emails from Cvent.com, leiu.org or ialeia.org.
3. Accommodation costs are not included in the conference registration fee. Attendees are responsible for making their own lodging arrangements.
4. Registration fees include admission to training sessions Monday–Friday and light refreshments that may be served at evening hospitality events or between training sessions. **No meals will be provided.**

B. Cancellation Policy

1. If you registered online and paid via credit card but are unable to attend, you may log on to the event website using your email address and confirmation number and choose the “Cancel Registration” option. Requests received by 5:00 PM MST March 26, 2027, will be processed less a \$25 USD administrative charge. Requests received between 5:00 PM MST on March 26, 2027, and 5:00 PM MST on April 12, 2027, will be processed less a 25% administrative charge. No refunds will be made after 5:00 PM MST April 12, 2027, or for no- shows.
2. If you registered online and paid via check, cancellation requests must be submitted via e-mail to Conference@leiu.org. The same cut-off dates and fees apply as in section B1 above. In lieu of a refund, registration fees paid may be applied as a credit towards 2028 LEIU/IALEIA Annual Training Event registration fees. The credit may only be used by an employee of the same agency/organization. Requests for credit must be submitted in writing to Conference@leiu.org by April 25, 2027. Credits carried over but not used for the 2028 event will be forfeited. **NOTE: Do not** use the “Cancel Registration” option on the Event website. If you do, the fees stated in section B1 above will be deducted from your future credit.



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3. Substitutions may be made at any time. If you wish to substitute a participant, you may do so using the "Transfer Registration" option on your registration confirmation page or by emailing Conference@leiu.org. In the email, state the name of the person who will not be attending as well as the full name of the substitute, their job title and their contact details. The substitute must be from the same organization. Substitutions will be subject to any difference in pricing.
4. All approved refunds will be made within 10 business days after a request is received.

C. Conference Program and Presentations

1. LEIU/IALEIA reserves the right to make any changes to the program in its sole discretion. Every effort will be made to keep presentations and speakers as represented. However, unforeseen circumstances may result in the substitution or cancellation of one or more presentation topic(s) or speaker(s).
2. LEIU/IALEIA makes no endorsements of any presentation or product. The views, opinions, displays and presentations by speakers, exhibitors and sponsors at the Annual Training Event do not necessarily reflect those of LEIU/IALEIA.
3. Due to limitations imposed by certain plenary speakers, Registrants are to refrain from the audio- or videotaping of any presenters or speakers for any reason or purpose.
4. If the Conference must be cancelled, delayed, interrupted or the schedule altered due to events beyond the reasonable control of LEIU/IALEIA or the conference organizers, LEIU/IALEIA will not be held liable to Registrants for any damages, losses or costs incurred, including but not limited to transportation and accommodation costs. LEIU/IALEIA is not liable for changes in program date, content, speakers, or venue.

D. Personal Liability & Waiver

1. Registrants voluntarily assume all risks to health and safety relating to the Annual Training Event, whether occurring prior to, during or after the event. LEIU/IALEIA accepts no responsibility for injury, loss or damage of any kind to person or property.
2. Registrants agree to waive, release and hold harmless LEIU/IALEIA its officers, directors, employees, and agents, against any and all claims arising out of or in connection with the Annual Training Event, except for LEIU/IALEIA's own gross negligence or willful misconduct.

E. Media Advisory

1. LEIU and/or IALEIA may film, tape, photograph, and otherwise document the Annual Training Event. All video, photography, audio, written, and other materials created by LEIU and/or IALEIA in connection with the Annual Training Event and all copyrights in these materials will be the property of LEIU and/or IALEIA.