



FBINAA National Annual Training Conference

Conference Policies, Terms & Conditions

Important Dates

All conference items below are subject to availability. They are sold on a first come, first served basis. Some tickets may sell out before the cut-off date.

Conference Item	Cut-off Date*
Early Bird Registration (All Badge Types)	March 31
Hyatt Regency New Orleans Room Block	June 15
Holiday Inn Downtown Superdome Room Block	June 28
Event/Meal Tickets*	July 10
Optional Activities & Tours*	July 10
Regular Registration (All Badge Types)	July 10
Conference Begins	July 18

*Event/Meal Tickets include the Breakfast Package, the Women Graduates Event, FBINAA Night at Mardi Gras World, the Gala Banquet and the Youth Special Event. Optional Activities & Tours include the 5k Run/Walk, swamp tours, etc. ([click here for the full list of activities and tours](#)).

Hotel Booking Policy

Conference registration is required before delegates may reserve hotel rooms. Room reservation link is in the registration confirmation email.

Two hotel rooms maximum can be reserved per registered delegate. If more than two rooms are required email us at conference@fbinaa.org for instructions.

Hotel room reservations within the conference block will be reviewed regularly and compared to registration lists. Room reservations that do not have an accompanying conference registration or do not comply with the above guidelines are subject to cancellation.

Attendees are solely responsible for hotel reservations and subject to the hotel cancellation policy. Contact information for hotels that are part of the conference block can be found [here](#).

Registration Substitution Policy

Replacement of a registered attendee by a business colleague/co-worker will be accepted. A \$50 USD processing fee will apply to all substitutions if notified in writing via email to conference@fbinaa.org by

June 30, 2019. Starting July 1 and onsite, a \$100 USD processing fee will apply. A substitute registration form must be submitted for the replacement attendee. If the substitute's membership category is different from original registrant's, the registration fee difference will be charged in addition to processing fees.

Registration Cancellation Policy

All cancellation requests, for any badge type or event tickets*, must be submitted in writing to conference@fbinaa.org. Cancellation must be submitted by June 30, 2020 to be eligible for a refund. See the table below for available refunds. After June 30, 2020 refunds are no longer available. **No refunds will be granted for no-shows.**

If the entire Conference is cancelled due to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the control of the Association, attendees, venue and sponsors, a full refund will be distributed to attendees once it is appropriate to do so. In the event of cancellation, the Association will not refund airfare, ground transportation or any other arrangements or reservations made in support of participation of the Conference.

Conference Item	Cancellation Fee	
	By June 30	After June 30
Event/Meal Tickets*	\$ 0.00	No Refunds Available
Basic Training Badge	\$ 50.00	
Conference Badge	\$ 100.00	
Family Badge	\$ 50.00	
Exhibitor - Paid	\$ 50.00	
Conference Item	By July 15	After July 15
Optional Activities & Tours*	\$ 0.00	No Refunds Available

*Event/Meal Tickets include the Breakfast Package, the Women Graduates Event, FBINAA Night at Mardi Gras World, the Gala Banquet and the Youth Special Event. Optional Activities & Tours include the 5k Run/Walk, swamp tours, etc. ([click here for the full list of activities and tours](#)).