

Dear Mahro Membership,

The 2019 Mahro Occupancy Workshop will be held May, 16 - 17, 2019 at the Embassy Suites in Ridgeland, MS. Attached you will find the registration form that will need to be filled out and returned to Kaye Judson no later than April 16, 2019. Room blocks have been set aside at the Embassy Suites with a room rate of \$149. Registrations must be made by April 16, 2019 to receive the discounted rate. You will find the hotel link for the hotel listed below. Also attached is a draft agenda as well as the new cancellation policy. The cancellation policy has changed so please be sure to read the policy. If you have any questions regarding the hotel please contact Paula Dempsey at 662-773-3761 or prdemp@bellsouth.net.

Embassy Suites Registration Link

https://embassysuites.hilton.com/en/es/groups/personalized/J/JANRGES-M05-20190515/index.jhtml?WT.mc_id=POG

2019 MAHRO OCCUPANCY WORKSHOP
May, 16-17, 2018
Embassy Suites
Ridgeland, MS
Registration Form

Name of PHA: _____

Name of Attendee(s)

Number Attending _____ @ \$225.00 Each (Postmarked by April 16, 2019)
Total amount enclosed \$ _____

Number Attending _____ @ \$275.00 Each (Postmarked after April 16, 2019)
Total Amount enclosed \$ _____

Send completed registration form and payment to:

MAHRO
Kaye Judson
P.O. Box 1435
West Point, MS 39773

Cancellation Policy: Attached

Day One _____ **May 16**

9:00 am Welcome/General Remarks

9:15 am U.S. Department of Housing and Urban Development
Jackson Field Office

10:15 am Break

12:00 noon Lunch

1:30 pm Training continued

2:30 pm Break

Q & A

Day Two _____ **May 17**

9:00 am Dennis Kelly – MS Department of Environmental Quality

Q & A

MAHRO CANCELLATION AND REFUND POLICY

Unless specifically stated on the registration materials, the deadline to receive a registration refund request shall be ten calendar days before the opening session of the conference, workshop, or any function in which a registration fee is required. Registration cancellations submitted prior to that deadline will receive a refund less a \$50.00 cancellation fee for each individual registered (including guests). Cancellations request received after the deadline may be eligible for a refund less a \$50 cancellation fee provided a letter is submitted stating the request for refund and the reason is submitted by the executive director. The request will then be submitted to the board for consideration at the next scheduled board meeting. No refunds will be given for no-shows or functions you do not attend. Cancellations request must be in writing and must be received by mail, fax, or electronically by the Secretary-Treasurer by the stated deadline. Cancellation notices must contain the names of individuals, names of the housing authority, mailing address, telephone number and email address of the person to contact.

If a conference attendant leaves the event early for any reason there will be no full or partial refund issued.

In order to provide the highest quality program we must plan well in advance based on confirmed reservations. For that reason, after the 10-day deadline OR for new registrations received within the deadline, no refunds or credits will be issued for cancellations. **Substitutions**

Substitutions are allowed provided the name of the original attendee and the name of the person substituting are received by the Secretary-Treasurer five days prior to the opening session of the event. Substitutions made on site will be allowed at the conference registration desk provided a letter, email or text message from the Executive Director is received by the Secretary-Treasurer.

Registration Materials

Advanced registration materials shall clearly state the terms of this policy outlining important deadline dates for each conference. This will help to reduce disputes and provide reference if an issue arises.

Deviations

From time to time conference agendas and time may have to be altered slightly. We reserve the right to modify, alter or substitute parts of the conference when reasonably necessary or advisable. Should this occur we agree to provide the best alternative available.

If for some unforeseen act MAHRO has the right to cancel an event if conditions warrant. In the event of such a cancellation, registration fees will be refunded. However, MAHRO is not responsible for any travel or lodging expenses incurred due to cancellation of the event or conference. If for any reason you must cancel your conference registration, please remember to cancel your lodging arrangements separately. MAHRO is not responsible for hotel no-show fees or any travel or lodging expenses you might incur.

Sessions

All MAHRO sessions are on a first-come, first-served basis, therefore completing your selections in advance helps assign each session a size-appropriate room to accommodate all interested participants.

Only individuals registered and badged may attend conference events. Attendees must have appropriate badge to attend educational sessions, meal functions and receptions. Exceptions are for those open events that requires only a pre-paid ticket.

MAHRO CANCELLATION AND REFUND POLICY

Photo/Video Release

By registering for a MHARO function you acknowledge and accept that photographs or video taken of you by MAHRO or its service providers, may be used in promotional materials, including but not limited to use in annual reports, magazines, future conference programs or other promotional material, and on the Internet and its service providers. MAHRO reserves the right to publish the names of conference participants in production materials and on the Internet by MAHRO and its service providers.

Disclaimer of Liability

MAHRO, its board, and sponsors accept no liability for the acts of any suppliers to an event or for the safety of any attendee during and/or while in transit to or from this event. MAHRO reserves the right to admit and the right to exclude any person from an event, at the sole discretion of MAHRO. Furthermore, MAHRO is under no obligation to provide an explanation for its actions, but may do so at its own discretion.

The Cancellation and Refund Policy has been revised to minimize potential conference and hotel room liability for which MAHRO commits well in advance.

Adopted by the MAHRO Board November 17, 2014. Revised 3.2.19