



## 2026 VIRGINIA RECOVERY CONFERENCE | JUNE 15-17 HOTEL ROANOKE & CONFERENCE CENTER

### HELP ENSURE VOAF FUNDS ARE USED TO SUPPORT PROGRAMS

#### Help prevent unnecessary costs for VOAF to keep the costs down for attendees!

#### REMEMBER – register then reserve!

VOAF negotiated a room block space with the Hotel Roanoke & Conference Center to ensure we get the best price for our attendees. Eager attendees may be tempted to book multiple rooms (aka “mini blocks”) for their organization before they decide who will attend. This practice often prematurely fills the block and excludes others from getting the VOAF-negotiated rate and may result in members having to lodge in a different hotel, or worse - not attend our program!

As is common in the hotel industry, the hotel will end the room block rate weeks before the conference. This becomes a problem when people cancel some of their rooms just before the conference; compounded over several organizations, this may cause VOAF to not meet our contractual obligations and forces the association to pay the difference (also known as attrition fees). THIS COULD RESULT IN UNECESSARY COSTS FOR VOAF. VOAF cannot contract around this.

#### BUT NEVER FEAR! You can help keep registration fees low and save the VOAF funds by following these steps:

- Please only make reservations for the number of rooms you plan to actually use.
- If you try to make a reservation, but are unable to get into the block, PLEASE CONTACT Amy Sales who will manage a wait list.
- If you book a room, then do not need it, PLEASE CONTACT Amy Sales who will work with the hotel to move reservations between VOAF attendees. Please do not cancel a room in the block before contacting Amy Sales.
- If you book a room outside of the block, PLEASE CONTACT Amy Sales. Although the VOAF room rate will not be honored, staff will work with the hotel to include your room reservation under the VOAF block, which will save VOAF funds.
- If your organization has a designated person who books rooms for your office, SHARE THIS DOCUMENT and ask them to PLEASE CONTACT Amy Sales if they have any questions.

If have questions regarding the program, need special services, facilities, or considerations contact Amy Sales.