



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

CONFERENCE REGISTRATION AND HOTEL CANCELLATION POLICIES

Conference Registration Cancellation Policy

Cancellation Deadline: Friday, June 5

Cancellation of conference registration fees must be received in writing by email to Amy Sales.

Notice must be received by Friday, June 5 for a refund, less a \$25 fee.

A conference registrant may send a substitute to the event if the original registrant is not able to attend. The original conference registrant or someone from their organization must send the substitute's registration information in writing by Friday, June 5.

Hotel Roanoke Sleeping Room Reservation Cancellation Policy

VOAF has negotiated a room block at the Hotel Roanoke & Conference Center. In the event a registrant makes a reservation that must be cancelled, please read your reservation confirmation from the hotel cancellation policy. If you anticipate arriving late, contact the hotel to keep your reservation and avoid a "NO SHOW" fee. Additionally, rooms vacated prior to departure date (confirmed during check in) may result in an early departure fee.

If you book a room, then find that you do not need it, PLEASE CONTACT Amy Sales. 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 provider or outside of the VOAF room block, staff is unable to assist with your cancellation.

CONTACT:

Amy Sales at amy.sales@easterassociates.com or (804) 643-4433 ext. 5.

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