



Registration FAQ

Can we have multiple people from our local public health agency come to the conference?

YES! LPH agencies can send as many people as they want, whether they are an appointed LPHA member or not. Those in leadership and staff positions are all welcome and encouraged to attend. To encourage attendance representing every corner of the state, each local health agency/tribe will receive **one free registration and one free room in the LPHA conference room** block for two nights. Incidentals will be at your own expense. Additional attendees from each agency are welcome and encouraged to attend and will be responsible for a registration fee and lodging expenses.

What is LPHA's policy about offering complimentary lodging and registration for this conference?

LPHA will cover the cost of one room and one conference registration per Local Public Health Agency. The hotel room that LPHA can cover must be reserved in the LPHA room block at Breezy Point and can only cover reservations made for the two nights of the conference. The individual receiving the complimentary room and registration will be notified by LPHA ahead of the conference and Breezy will be told that their room is to be master billed. The complimentary room that the LPH Agency receives can have multiple person occupancy, but must be made in the LPHA block. All individuals are still responsible for making and cancelling their own hotel reservations.

What do you mean when you say, "Local Public Health Agency"?

Local Public Health Agency is defined as a tribal or city health department, or a county health department that has their own director. Departments that serve multiple counties with one director will be counted as one "agency" and will receive one free room/registration. CHBs receive the number of rooms equal to the number of counties with directors in the CHB – a three county CHB that has three directors plus a CHB administrator still receives three free rooms.

I am a CHB administrator only (i.e., do NOT have a dual role as administrator and PH Director of a county) —will my free registration/hotel room be separate from the counties in my CHB?

No. If you are a CHB administrator in a three county CHB for example, your CHB would receive three free registrations/hotel rooms total. Your free registration/hotel room as CHB administrator is included in that number.

I would like to stay in a room type that is not included in the LPHA conference room block, either by myself or with a group of other attendees—can this be reimbursed or partially reimbursed under the one complimentary room per LPH agency policy?

No. LPHA is only able to cover the cost of rooms reserved in the LPHA conference block with Breezy Point. Individuals or groups are free to book alternate lodging types with Breezy, but no reimbursement can be offered for those lodging types.

Will I be charged when I register for the conference or when I reserve my lodging?

For your lodging, Breezy Point will ask you to provide a credit card number when making your room reservation and a deposit for the amount of one night's lodging will be made. However, if you are



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notified by LPHA that you will be the person in your agency to receive a free room, that deposit will be credited back to your card after the event.

For conference registration, no payment is collected at the time of registration. After the conference, your public health agency/tribe will be invoiced and your agency's complimentary registration will be noted on the invoice.

How can I ensure that my agency will get its free room and registration?

LPHA staff will be in touch with your local health agency/tribe in advance of the conference to confirm the complimentary status of your agency (registration + lodging). In order to assure that your LPH agency's complimentary registration and lodging is counted, please **be sure to reserve a room in the LPHA room block at Breezy by the group cut-off date of October 11**, and be sure to **pre-register for the conference by the deadline of October 17**.

I reserved my lodging with Breezy Point—am I all set for the conference now?

No! Registration is a **two-part process**. All people planning to attend must reserve their own lodging directly with Breezy Point (please go to www.breezypointresort.com, select Online Reservations, and enter group **#400395**), AND register for the conference through LPHA by using [this form](#) (one form filled out and submitted per person).

What is the cancellation policy for my room reservation?

Individuals must cancel their room reservation by contacting Breezy Point directly and cancelling **by October 17** in order to not be charged and receive a refund on their deposit. **Those that were told their room would be on the LPHA master bill, but are no shows, will be invoiced by LPHA post-retreat for their unused hotel room.**

What is the cancellation policy for my conference registration?

Please contact Alicia Rodriguez at arodriguez@mncounties.org to cancel your registration. **You must email Alicia by end of day on October 17 to get a full refund on your registration**—cancellation requests received after that will not receive a refund. If you can no longer attend, please prioritize switching your registration to someone else in your agency rather than cancelling. We can accommodate name changes much easier than cancellations!

* Note that cancelling your registration may be a 2-step process: Cancelling your registration does not automatically cancel your room, and vice versa. Be sure to take care of both if you need to cancel. *

If I only am coming for LPHA's Annual meeting, should I still register?

No. If you only plan to come for LPHA's Annual Meeting on Wednesday, November 1, you should not register for the conference. You will mark your attendance at the meeting on-site.

What does the registration fee cover?

All conference meals are covered (Wednesday dinner, Thursday breakfast, lunch, dinner, Friday breakfast and lunch), as well as all conference materials.