

CFS 2021: Frequently Asked Questions for NATCA Members

Registration

Important dates:

- ***On or before August 4th: You must be on the national excused absence request list. Local request forms should also be in by this time.***
- ***August 30th: Hotel room block cut off. Rooms are no longer guaranteed and are subject to availability.***
- ***September 7th: Refunds will no longer be provided for registration fees or extra Archie League Awards Banquet tickets.***
- ***September 24th: 72-hour hotel cancellation policy is now in effect based on a September 27th arrival. This date is subject to change, depending on YOUR registration arrival date.***

When should I arrive and depart?

Official start time: 12:00 p.m. PDT Monday, September 27, 2021.

End time: Late evening Wednesday, September 29, 2021, after the Archie League Awards Banquet.

This year we will have an optional hour and a half to our agenda on Monday morning from 9:30 am – 11:00 am. This optional session will cover Safety and Technology updates. Lunch will not be provided prior to the official start of the conference. Please note that members who elect to attend Monday morning's session and check in to the hotel on Sunday will still fall under the NATCA rooming policy therefore will not have their Sunday night lodging covered by NATCA National.

Unless you are attending one of the "Invitation only" classes, meetings or optional session mentioned above, plan to arrive Monday morning, September 27th and depart Thursday, September 30th so you can attend the Archie League Awards Banquet, which is being held on the evening of Wednesday, September 29th.

Select "Agenda" on the natca.org/cfs homepage to see the full conference schedule.

How do I register for CFS?

From the [CFS homepage](#), select "CLICK HERE TO REGISTER". Next, select "NATCA MEMBERS", which will take you to the NATCA Members website. Once you sign in, you will be redirected to the correct page that contains important CFS information and registration instructions.

How do I request excused absence to attend CFS?

*The registration guidelines that you **must read** before you register will provide you with the instructions to apply for excused absence. You must have your name on the excused absence request form on or before August 4th, 2021.*

- There are no consequences for requesting an excused absence only to find out later you can't attend.*
- Placing your name on the Excused Absence Request Form is NOT an automatic approval and release from your facility to attend. This is determined locally based on staffing and other circumstances.*

Will NATCA National pay for my registration fee?

No, you are responsible for the registration fee.

Some locals reimburse their members for this fee. Discuss this with your Local Facility Rep. The NATCA member registration fee for CFS 2021 is \$100.

Las Vegas (LAS, L30, VGT) NATCA members, please contact your Facility Representative for your registration instructions.

I am a NATCA member bringing a non-member spouse. How do I register?

BEFORE you register, please email natcacfs@natca.net for further instructions.

Lodging

This year's conference will be held at Bally's Las Vegas Hotel. If you requested lodging through the registration process, your hotel confirmation number will be emailed to you about a week before the conference.

*If you choose to book your hotel room outside the of CFS registration process **you will not** be reimbursed for lodging.*

NATCA Rooming Policy

The NATCA National budget will pay 100 percent of a participant's room/tax if they share a room with another dues paying member and 50 percent of the room/tax if they do not for Monday, Tuesday and Wednesday nights only (September 27, 28 and 29) for up to eight (8) NATCA members per local. Lodging costs for NATCA members in excess of eight (8) per local will be calculated under the current policy, with the cost being deducted from the local's quarterly dues rebates with approval by the local.

The negotiated room rate is \$179 plus 13.38 percent tax per night (tax is subject to change). The room rate includes a mandatory resort fee, which covers daily in-room high-speed internet access, all local calls and fitness center access for two daily.

Single rooms are \$89.50 plus tax for the covered nights (27, 28 and 29) with additional nights at \$179 plus tax.

If you need to make any changes to your rooming type or roommate please see the below section: "How do I CHANGE or CANCEL my CFS registration?"

How do I reserve a room for CFS, which falls under the NATCA National Rooming Policy?

*The CFS Planning Committee will reserve your room per the information you provide during the registration process. **You will be responsible for any fees incurred for incorrect data you entered into the reservation system; e.g., arrival and departure dates.***

If you need to make any changes to your rooming type or roommate, please see the below section: "How do I CHANGE or CANCEL my CFS registration?"

Will NATCA pay for my hotel bill if I stay at a different hotel?

NO. *If you choose to book your hotel room outside the of CFS registration process **you will not** be reimbursed for lodging.*

I found a cheaper rate at a different hotel or at the same hotel, but not through the CFS website. Will NATCA pay for or reimburse my room expense?

NO. *NATCA has contracted a block of rooms at \$179 a night (plus tax), which includes all of the meeting space for the event along with additional services. If we do not fill this block of rooms, we are penalized, so even though you think you are saving NATCA money, you are not. Therefore, you will not be reimbursed if you book your own room.*

[Sharing a Room](#)

I want to room with a specific NATCA member. Can I request this through the registration site?

The registration process will allow you to either input the name of the NATCA member that you want to share a room with, or you can request that we find you a NATCA member roommate. To make a requested roommate pairing successful both attendees must request to room with each other. No confirmation email will be sent out regarding roommates. The CFS registration team will contact you if there are any issues with your roommate request.

I registered for a single room, but now I want a roommate. How do I change my registration?

To change your lodging status, please read below on “How do I CHANGE or CANCEL my CFS registration?”

I registered for a roommate, but now I want to change to a single room status and pay half of my rooming costs as covered under the National Rooming Policy. How do I do this?

To change your lodging status, please read below on “How do I CHANGE or CANCEL my CFS registration?”

How do I CHANGE or CANCEL my CFS registration?

DO NOT CALL THE HOTEL TO CHANGE OR CANCEL YOUR REGISTRATION.

*Before August 31 please visit the registration website and select Modify Registration. You will need your reference number and email address that you used to make your original registration. To **cancel your registration**: once you are logged in, you will see a link to “Cancel Registration” on the right hand side and can follow the prompts from there. To **modify your registration**: once you are logged in, advance to the appropriate section that needs to be modified and follow the prompts from there.*

On or after September 1 please email natcacfs@natca.net. DO NOT call the hotel with questions or changes. They have specific instructions that all rooming issues will be communicated through the CFS registration team.

What if I do not need a room?

Under the lodging section of the registration form, select “making outside arrangements.” Once selected, we will not make hotel arrangements for you. If you choose to book your hotel room outside the of CFS registration process you will not be reimbursed for lodging.

Is there a cancellation fee?

Hotel Cancellation Policy:

The host hotel has a 72-hour cancellation policy. If you cancel your reservation, change to a later arrival date, or change your rooming status without modifying your registration online or without contacting the CFS registration team prior to the deadline, you will be charged a fee of one night's lodging plus tax.

NOTE: If you are within the 72-hour cancellation period and modify your rooming status from single to double or double to single, resulting in an empty room or half of a room, you will be charged a fee for a full or half room night.

Registration Cancellation Policy:

On or before September 6, 2021, there is a \$10 cancellation-processing fee.

Beginning September 7, 2021, refunds will no longer be provided for registration fees or Archie League Awards Banquet tickets.

When will I receive a hotel confirmation number?

If you booked your hotel through the CFS registration process, you can expect to receive your hotel confirmation number about a week before the event.

IMPORTANT: Do not call the hotel to change or cancel your reservation if you booked your hotel room through the CFS registration process. Please see above "How do I CHANGE or CANCEL my CFS registration?" for more information.

If you have any additional questions, please email natcacfs@natca.net.