



2017 Washington Affordable Housing Management Convention

presented by: Affordable Housing Management Association of Washington (AHMA)
 presented by: Affordable Rural Housing Council (ARHC)

April 18-19 Doubletree Hotel,
 SeaTac, Washington

Frequently Asked Questions

When can I register for convention?

Convention registration opens January 23, 2017 at 10 am.

What is the registration fee?

	Early Before 3/15/17	Regular Before 4/12/17	On-site After 4/12/17
Member	\$420	\$470	\$510
2nd Member <i>from same property</i>	\$320	\$370	\$410
1 day registration fee	\$225	\$250	\$275
2nd NonMember from same property	n/a	n/a	n/a
Non-Member	n/a	\$600	\$650
Guest	\$55	\$55	\$55

NOTE: The 2nd member discount is only available to onsite staff from the SAME property (*not just the same management company*). This offer is limited to a single 2nd member discount per each full price registration. This is only available to members.

How do I register multiple people?

If you do not want to register each person individually using this online system, we have a Multiple Person Registration form available. Complete all the fields on this form and send to DeAnn Hartman at deannah@ahma-wa.org. This multiple registration form works best when paying by check, since it gives you the flexibility to submit individual checks or one check for all of your registrants. If you want to make multiple registrations and pay with a credit card, please call DeAnn at 360-561-3480 to discuss your best options.

Will I receive a registration confirmation?

If you registered on-line, you will receive a confirmation sent to the email address you provided when you registered. If you do not receive a confirmation within two days, please do not hesitate to call 360-561-3480.

How do I pay the convention registration with a check?

We know that some of our attendees prefer to pay for their convention registration with a check, rather than a credit card. When you reach the payment page at the end of the registration, just use the drop down menu on the final payment page and select "pay later".

You will receive an invoice. Please return a copy of the invoice with your payment to ensure proper credit.

Payment must be received prior to the convention.

Is there a registration deadline?

You may register online anytime between now and the convention. But, to receive the best rates, take advantage of the **early bird options** by registering before March 15. We must also receive payment by March 15 for you to qualify for the early bird rate. Once the actual convention has started, we will be taking on-site registrations for an additional fee. However, please remember that the longer you wait to register, there is no guarantee that housing will be available at our discounted rates or in hotels near the convention center.

What does my registration fee include?

Full convention registration packages include:

- Name badge and convention bag
- Entry to the two-day trade show
- Tuesday:
 - continental breakfast
 - zumba class
 - Opening session with Keynote Speaker Ana-Marie Jones
 - lunch with Keynote Speaker Matt Paxton
 - full day of education and training sessions
 - evening reception
 - evening banquet
- Wednesday:
 - Full Breakfast with networking time
 - morning fun run
 - full day of education and training sessions
 - lunch with Keynote Speaker Patty Dobrolowski

What is the dress code?

Pack plenty of comfortable Business casual clothes for all workshop sessions and social events.

What is the registration fee if I would like to bring someone?

The only event open to guests is the Tuesday night banquet, with a guest registration fee of \$55 per person. You can purchase these tickets as part of your online registration.

Will I be refunded if I have to cancel my registration?

The cancellation fee is 10% of your registration fee if received by March 15, 2017. Full payment is expected for cancellations made after March 15, 2017.

Hotel Information

Doubletree by Hilton Seattle Airport 18740 International Blvd (206) 246-8600	\$167 Single/Double
Coast Gateway 18415 International Blvd (206) 248-8200	\$92 Single/Double
Marriott Seattle Airport 3201 S 176th St (206) 241-2000	\$149 Single/Double
Radisson Seattle Airport 18118 International Blvd (206) 244-6666	\$142 Single/Double

Rooms are available in our block for the nights of Monday, April 17 and Tuesday, April 18, 2017. There are a few rooms available for Wednesday, April 19, 2017.

How do I make my hotel reservations?

You can call and request the ARHC/AHMA Convention rate at the participating hotels. The hotels will not accept phone reservations for our discounted block of rooms until January 23, 2017.

Why is the March 15 deadline important?

In order to take advantage of the ARHC/AHMA rates for these hotels, you must make your hotel reservation before Wednesday, March 15, 2017. After that date, ARHC/AHMA will release any unsold rooms at the hotels.

If you call after March 15, the ARHC/AHMA rate will no longer be available and you will pay a higher room rate.

Hotel Cancellation

Hotel rooms can be cancelled with no penalty until April 14, 2017. After that date, if the hotel is not able to re-sell the room, you may be charged for the cost of the room.

Is there a headquarters hotel?

All sessions will be held at the Doubletree by Hilton Hotel at SeaTac. The other hotels are all located near the Doubletree.