

# FJAA 2022 Annual Conference Information

## LOCATION AND DATES

Loews Ventana Canyon Resort in Tucson, Arizona  
September 15-17, 2022

## REGISTRATION INFO

**Registration deadline: July 31, 2022**

### Registration fee:

<b>Members:</b>	\$439.00
<b>Retirees:</b>	\$339.00

The conference registration fee includes a reception on Thursday evening, brunch on Friday and Saturday, and dinner on Saturday evening.

**Registration forms must be submitted via email to**

[tracy\\_young@mied.uscourts.gov](mailto:tracy_young@mied.uscourts.gov)

## PAYMENT METHOD

Payment for conference registration fees may be made using a court purchase order number, check, or PayPal.

**Checks** should be made payable to “Federal Judicial Assistants Association” and **mailed** to:

Yvette Garcia, FJAA Treasurer  
Chambers of Hon. Jacqueline Rateau  
Evo A. DeConcinni Courthouse  
405 W. Congress, Suite 650  
Tucson, AZ 85701

## REGISTRATION CANCELLATION/REFUND POLICY

- Full refund for cancellations received on or before July 31, 2022
- 50% refund for cancellations received between August 1 and 31, 2022
- No refunds after September 1, 2022
  
- To cancel a registration, send an e-mail to [tracy\\_young@mied.uscourts.gov](mailto:tracy_young@mied.uscourts.gov) and include FJAA Conference Cancellation Request in the subject line.
- If you cancel your registration, you cannot substitute another FJAA member in your place.
- If you cancel your registration, it is your responsibility to cancel your hotel reservation. You will be responsible for any hotel charges incurred if you do not cancel.

### HOTEL INFO

Once you have registered for the conference, an email confirmation will be sent to you that will include the hotel booking link. **Please do not share the hotel booking information.**

Only conference registrants will be permitted to make hotel reservations under the FJAA room block. If you book a hotel room and you have not paid your 2022 FJAA dues and/or your conference registration fee, your hotel reservation will be cancelled.

The FJAA has negotiated a lodging rate at the conference hotel at the government rate of \$96.00/night, plus taxes. A limited number of rooms are available at the government rate for attendees who would like to extend their stay to include the nights of Wednesday, September 14, or Sunday, September 18.

### HEALTH AND SAFETY

Loews Ventana Canyon currently does not have any COVID-19 protocols in place. However, the FJAA strongly recommends that conference attendees be fully vaccinated and wear masks in all group settings.

If the hotel institutes COVID-19 protocols prior to the conference, we will immediately inform all registered attendees. Prior to traveling, please carefully review the Current Travel Status at the Center for Disease Control (CDC) website for updated information.

Please consider your comfort level with COVID-19 before making the decision to travel, and please do not feel pressured to attend if you are not comfortable.

**TRANSPORTATION**

The closest airport is Tucson International (TUS). [Uber](#), [Lyft](#), and taxis are available to and from the airport.

**CONFERENCE ATTIRE**

Business/resort casual is suitable for all conference activities. It is recommended to bring a light sweater as meeting rooms can get chilly.

**CONTACT US**

If you have any questions about the conference, please email [tracy\\_young@mied.uscourts.gov](mailto:tracy_young@mied.uscourts.gov)