

Dear VACE Members and Annual Conference Registrants:

I hope this email finds you well as you work through our ever changing work climate and circumstances.

This email is certainly one I had hoped not to have to write, but after careful consideration and thoughtfulness, the VACE Board has elected to cancel the 2020 Annual VACE Conference scheduled at the Hotel Madison in Harrisonburg, VA from April 22 -24.

Please know that this decision was not made lightly. The Governor's office has instructed that all state level conferences and major events be cancelled or postponed. Additionally, the majority of our college and employer members have instituted travel bans that may not be lifted until the end of the Spring semester. The two concerns, combined with our desire to ensure the safety and wellbeing of our members have informed our decision to cancel the 2020 annual conference.

We are prepared to begin processing check refunds. In order to process timely refunds, we are asking that [registrants complete a request for this refund](#). If you are one of several registrants from your organization, consider having one person from your organization make a single [request for a refund, using the Refund Request Form](#). For organizations who opt to submit a single request, we will provide an itemized list of the refunds with a single check refund. We ask that you complete this form by May 11, 2020. While we will work diligently to process each request, please be patient as this is unprecedented, and we want to ensure accuracy in refunds.

Please note that we have spoken with the Hotel Madison. They will cancel all reservations made within our block and send cancellation confirmations. You do not need to call and cancel unless you booked outside of our block. If you have booked accommodations at the Harrisonburg Hampton Inn, please await further instruction. Kristin Stephens is working with the hotel to determine best how to cancel these rooms.

As a friendly reminder, if you were renting a car, those reservations need to be cancelled as well.

While we had planned for a wonderful conference full of informative breakouts, great networking opportunities and fun celebrations, we are working with our Professional Development Committee to post information on our website and offer additional webinars to enhance professional development options for our members.

As a board, we are moving forward with VACE business, and while we cannot host an "in-person" business meeting, we will be reaching out soon to announce the 2020-2021 slate of officers and update our membership of each committee's work and annual highlights. This will also be posted on-line for review. We will also post information regarding Conference 2021, so we can all look forward to that.

As we begin to plan for these on-line and future events, we need your feedback. Please follow this link to complete the short survey:

<https://docs.google.com/forms/d/e/1FAIpQLSdRf2HFmqKLwlO3qh95tn2Y0Nws9GqgdDFt3XnrulpSoLHbYg/viewform>

I want to take this time to personally thank our Conference Committee Chairs, Kristin Stephens and Christina Brooks, who have led with enthusiasm and intention. Additionally, their committees have worked to provide an incredible conference for all of us. I know that this is a favorite time of year for so many of our members, and while we are so disappointed not to gather as professionals, please know, we have begun to look forward to creative opportunities to grow and learn while we weather this pandemic.

Please feel free to reach out with questions and concerns. I am happy to speak with you about your individual concerns. Once again, thank you for your understanding. I look forward to seeing you all in person very soon. In the meantime, best wishes as you work through your respective semester and hiring season.

Stay well.

Sincerely,  
Amy W. Foster

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