**FAQs**

**Can I cancel my registration?**

AL SHRM State Council will approve a full refund, less a nominal credit card fee (if applicable), for cancellations made at least 30 days prior to the conference.

Cancellations may be made through this registration landing page or submitted in writing to conference@alshrm.org. Requests will be reviewed and confirmed by the conference registration co-chair.

If you are unable to attend once you have registered, a substitute is welcome at any time. No-shows will be responsible for the full registration fee.

**How to make Hotel Reservations at the Discounted Group rates?**

Instructions for Hotel Reservations will be released soon.

**What are my transport/parking options getting to the event?**

Please review the Birmingham-Jefferson Convention Complex's map to identify parking near the conference venue at [https://www.bjcc.org/pdf/BJCC\_Map.pdf](https://www.bjcc.org/pdf/BJCC_Map.pdf). Please note that the conference will take place in the complex facilities marked as F in the East Exhibit Hall & Meeting Rooms. The Sheraton Birmingham serves as the conference hotel and is located in the section H on the map.

**Is my registration/ticket transferrable?**

Yes, registration/tickets to the conference are transferable with 30 days advance notice.

**Can I update my registration information?**

Yes, you do have the ability to update your registration information online at <https://alshrm19.eventbrite.com>

**Are there dietary restriction options available?**

Yes. When you register, you can request the following dietary restrictions:

Gluten-free, Pescetarians, Vegan, Vegetarian

Allergies: Peanut, Milk, Egg, Wheat, Soy, Shellfish

**Will there be a space available for nursing moms?**

Yes, there will be a room available for nursing moms and information on that location will be available at the registration desk.

**When will I receive information regarding the PDCs?**

ALSHRM will email the information regarding credits to all attendees after the conference.

**Will Wi-Fi be available?**

Yes, Wi-Fi will be available and information on how to access it will be available throughout the conference. However, please note that with the number of individuals who may be using it, it may slow down the speed.