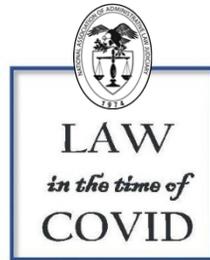


2021 NAALJ Annual Conference

October 3-6, 2021

Hilton Washington, DC Capitol Hill



This year's Conference theme, *Law in the Time of Covid* is a tribute to the many ways we've all had to adapt to the changes the pandemic brought to our personal and professional lives. As a new chapter dawns, we see many changes in the old ways of conducting hearings and writing decisions, and with it, we see growth, expansion, and a spirit of solidarity. We are pleased to welcome all back to meet in person in the Nation's Capital this October.

Located on DC's Capitol Hill, our hotel is a couple of blocks from Washington Union Station and the United States Capitol. Gallaudet University is 1.5 miles away, and Reagan National Airport (DCA) is five miles away. Iconic museums, monuments, and parks are just a few minutes away. We offer over 20,000 sq. ft. of event space, plus on-site dining.

Here are things you need to know about the conference:

Registration

Full Registration before August 1 to receive the deepest discount

NAALJ Members:	\$550
Non-Member Participants:	\$650 ¹

Full Registration after August 1:

NAALJ Members:	\$600
Non-Member Participants:	\$750 ¹

One-Day Registration

NAALJ Members Monday or Wednesday:	\$450
NAALJ Members Tuesday:	\$550
Non-Members Monday or Wednesday:	\$550
Non-Members Tuesday:	\$650

¹ Non-member participants receive a one-year membership in NAALJ with registration.

Ticketed Events

The following events require advance registration, some of which also require a separate registration fee:

Washington DC Odyssey Brunch Cruise <i>Transportation provided via taxi</i>	\$125.00
Guest Monday Harpers Ferry/Antietam Tour <i>Registrants receive ticket with registration fee</i>	\$40.00
Guest Monday Dinner Theatre <i>Registrants receive ticket with registration fee</i>	\$50.00
The Army and Navy Club Dinner	\$150.00
Guest Banquet Ticket <i>Registrants receive ticket with registration fee</i>	\$100.00

NAALJ Registration Cancellation Policy

The National Association of Administrative Law Judiciary (NAALJ) Board of Governors establishes the following policy regarding the refund of fees paid for conferences organized by NAALJ. This policy applies only to the fees charged by NAALJ for attendance at any conference organized by NAALJ. It does not apply to any expenses incurred by the attendee for travel expenses, such as hotel, flight, meals or rental car.

- I. Full refund: Any person who requests a refund of fees paid for a conference shall be entitled to a full refund if the request is received 60 days before the conference start date.
- II. Partial refund:
 - a. Tuition, less a 25% cancellation fee, will be granted, if the request is received 59 – 31 days before the conference start date.
 - b. Tuition, less a 50% cancellation fee, will be granted if the request is received 30 - 20 days before the conference start date.
- III. No refund: No refund of fees paid will be given if a request is received less than 20 days before the conference start date. Conference materials will be provided electronically.
- IV. Transferability: Registrants not entitled to a refund may transfer the registration fee to another person.
- V. Credit: Credit will be given towards registration fees for a future conference

up to one year after the last day of the conference.

- VI. Purchase orders/vouchers: Registrations made with a purchase order/voucher not cancelled before the partial refund deadline of 59 -31 days will be charged 25% of the registration fees.
- VII. Hardship request: A person, upon presentation of documentation, requesting a refund 20 days or less before the conference start date may receive a refund of 50% of fees under the following circumstances:
 - a. Medical emergency of attendee or his/her immediate family (parents, spouse, partners, dependents).
 - b. Death of a member of immediate family (parents, spouse, partners, dependents).
 - c. Loss of employment if fees paid by attendee.
- VIII. No refunds will be given for fees charged for organized activities that do not qualify as continuing education, including, but not limited to, receptions, dinners, and excursions.

Conference Agenda

The preliminary conference agenda is attached. Details continue to evolve, so check back soon for a more detailed agenda. Here is a daily snapshot of what to expect:

Sunday, October 3

- Washington DC Odyssey Brunch Cruise (optional ticketed event, fee required)
- East Wing of the National Gallery of Art Tour (optional, no fee, limit 10)
- Registration
- Welcome Reception

Monday, October 4

- Walk to the National Mall (optional, no fee)
- Fun Run on the Mall (optional, no fee)
- Plenary Session I
- Excursion to Harpers Ferry, Jefferson County Courthouse and Antietam
- Dinner Theatre back at the hotel

Tuesday, October 5

- Walk to the National Mall (optional, no fee)
- Fun Run on the Mall (optional, no fee)
- Plenary Session II, III, IV
- NALJ Foundation Luncheon & Business Meeting
- Breakout Sessions 1 & 2
- Dinner at the Army and Navy Club (optional ticketed event, fee required)

Wednesday, October 6

- Fun Run on the Mall (optional, no fee)
- Plenary Sessions V & VI
- Breakout Sessions 3 & 4
- Silent Auction
- Closing Night Banquet

COVID-19

The health and safety requirements and guidelines surrounding COVID-19 in Washington, DC are looking bright. Our federal government and health officials are working to keep us safe and help us return to normalcy. We are optimistic we will be able to gather together without restrictions in October, however, if D.C. still requires social distancing and masks for large group gatherings in October, we ask you to abide by local safety requirements while attending.

Please be aware of housing cancellation fees, and any policies you have surrounding your own personal travel—including airline tickets—before you make reservations. If you feel you'll need flexibility to fit your personal circumstances, we encourage you to purchase travel insurance when planning your trip.

Here is the latest update from Hilton Hotels Corporate:

Once again, summer means travel and reconnecting with family and friends! At Hilton, we're excited to welcome you back to our hotels and we're committed to making travel smooth and the experience memorable. As you return to traveling, your wellbeing continues to be our top priority.

For many, this is your first time staying with us in a while and you may be feeling a mix of excitement and anticipation as you begin to travel again. As we begin to welcome back more guests with more services than we have in a while, we're feeling the same. To help you ease back into making new memories, here is what you can expect at our hotels and some tips to help you prepare for your stay.

- **If Your Plans Change.** Rest assured, most reservations are changeable up to 24 hours before arrival. Check the details on your Confirmation Email to learn how to make changes. If you booked directly through Hilton you can change your reservation on Hilton.com or in the Hilton Honors app.
- **Amenities May Look Different.** Throughout the summer, we will continue to adjust some schedules, services and amenities based on evolving local guidelines. The hotel's website and the Hilton Honors app will have the most up-to-date information about restaurants, pools, spas, gym, or parking.
- **Contactless Arrival.** To help you make your arrival as smooth and quick as possible, we recommend you download the Hilton Honors app and use it to check-in and choose your room the day before you arrive. We also encourage you to opt-in for Digital Key, available at nearly 5,000 of our hotels, which will allow you to go straight to your room and bypass check-in lines.

- **Cleaning and Distancing.** Cleanliness continues to be a top priority and we've got you covered. We ask all guests and staff to observe safety protocols in accordance with local guidelines and hotel policies. With Hilton CleanStay, we've elevated our already rigorous cleaning between stays to give you extra peace of mind when you step into your guest room.
- **Housekeeping Upon Request.** Housekeeping is now available by request because we know that your comfort level with having people enter your space may have changed. Give the front desk a call if you'd like to get your room cleaned. And don't worry – if you want to skip room cleaning during your stay but need extra towels or amenities, the hotel can arrange that for you.
- **Restaurants Reopening.** Many of our restaurants modified their services last year so you may see adjusted restaurant hours, altered menus and methods of service, and slightly longer wait times. As the summer continues, we look forward to bringing back the favorites you love and introducing you to some new menu items we've been working on.
- **Food & Beverage Credit for Gold & Diamond Members.** You asked for flexibility, and we've got it. Whether you look forward to breakfast or would rather skip it in favor of a refreshing beverage and afternoon snack, the choice is yours. In early July, we'll begin offering a daily Food & Beverage Credit that will continue through the end of 2021. You can use this credit at the hotel brands where you currently receive a complimentary continental breakfast as your elite benefit of your membership. You'll now be able to dine when and how you want. We will share more details in the coming weeks.

I hope this information helps you get ready for those long-awaited trips. The hotel experience may continue to change throughout the summer, and there may be a few bumps along the way as we adjust to the evolving guidelines and new travel preferences. Rest assured, you have my commitment that we'll continue to adapt and evolve, listen to your feedback, and provide you with the safety, flexibility, and convenience you've come to expect from Hilton.

Thank you for staying at our hotels over the years. Now more than ever, we can't wait to welcome you back – whenever and wherever you travel next.

Here's to the new memories we'll create together,

Chris J. Nassetta
President & CEO, Hilton

NAALJ Swag

If you register for the conference, you've got some great goodies coming your way. Here's a peek at the contents of this year's swag bag:

- NAALJ conference logo cooler tote
- NAALJ pad & pen
- Historical documents for the Harpers Ferry/Antietam Tour
- Disposable masks
- Hand sanitizer

NALJ Foundation

The National Administrative Law Judiciary Foundation (“NALJF”) is the 501(c)3 arm of the National association of Administrative Law Judiciary (“NAALJ”). Proceeds from the Silent Auction fundraiser go to the Foundation to help support educational programs and scholarships. Your contribution to NALJF is greatly appreciated and all donations are tax deductible to the full amount allowed by law.

Closing Night Silent Auction & Banquet

A tradition at NAALJ Annual Conferences, join NAALJ members and guests in the Silent Auction Fundraiser to support NALJF. All items are donated by NAALJ members and sponsors. Over the years the Auction has offered a wide range of items, from gift cards and gift certificates, airline miles, hotel points, jewelry, autographed memorabilia and T-shirts to signed play scripts and electric guitars – and everything in between!! The Affiliate and ‘unaffiliated State “Baskets” have been especially popular, presenting a grouping of different state-specific items for a single bid. New this year will be donations received by “Judge Artists”, including original paintings and other works of art donated by the membership.

Cocktail attire is suggested for this event.

NAALJ Memorabilia Goodie Table

Don’t miss *new this year*, the NAALJ Memorabilia table where you can purchase NAALJ logo items and other memorabilia you’re sure to love.

Hotel and Accommodations

Room rates at the Hilton Washington, DC Capitol Hill are the prevailing government per diem rate. Currently (as of June 2021), the rate is \$257.00 single/double.

Reservations are now open for booking at the Hilton Washington DC Capitol Hill. Reserve your room by clicking on the link below. **The room block expires September 3, 2021**, so book your room before they’re all gone.

[Click here to be directed to the Hilton Reservation Site](#)

Or call the hotel direct at:

Hilton Washington DC Capitol Hill
525 New Jersey Ave NW Washington, DC 20001
(202) 628-2100
Block Code: NAALJ

Group Name: National Association of Administrative Law Judiciary

Earliest Room Block Rate: October 2, 2021

Rooms May be Reserved Through: October 8, 2021

Frequently Asked Questions

Can I add tickets to special events on-site?

Only if space is still available. It's best to purchase your additional tickets in advance, but always feel free to call the NAALJ office if you have any questions.

What ADA accommodations will in place the event?

The Hilton Washington DC Capitol Hill has numerous accessible amenities in place. For a complete list, [click here](#), scroll down, and click the "Accessible Amenities" box

What languages translations will be available?

The NAALJ Conference will be delivered in English. The conference is not translated in other languages.

Will the conference be recorded for playback later?

This has not at the time this document was prepared been decided. Keep checking the website or contact the NAALJ Office for details.

What COVID-19 Requirements are in place?

The future health and safety requirements and guidelines surrounding COVID-19 in the District of Columbia are looking bright. We're confident our local and federal government and health officials are working to keep us safe and help us return to normalcy.

The DC Government urges you to help flatten the curve by following these simple rules:

- Get Vaccinated
- Practice social distancing
- Wear a mask or face covering
- Wash your hands
- Stay home if you feel sick

For more information on COVID-19 in the District of Columbia, go to <https://coronavirus.dc.gov>

Hilton has instituted a "CleanStay" that has elevated it's already rigorous cleaning between stays to give you extra peace of mind when you step into your guest room. See Hilton President Nassetta's letter above or contact the hotel direct for more specifics on their policy.

Can my children come with me to the NAALJ Conference?

Except for babies who are still nursing, children under the age of 14 won't be permitted unless express written consent is given by NAALJ. If consent is given, a separate ticket for the child will need to be purchased. Otherwise, children over the age of 14 are welcome to attend optional events at the adult ticket price.

Are hotel accommodations included in the price of my registration?

No. All travel and hotel accommodations are your responsibility. Any cancellation or change fees from the airlines or hotel are also your responsibility.

In Summary

If you have any additional questions that were not answered here, please feel free to reach out to the NAALJ Office for an answer.

We're looking forward to welcoming you back to our live conference.

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