



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

FREQUENTLY ASKED QUESTIONS (FAQS)

Where is the PASSHE Human Resources Conference taking place?

The conference will take place at Commonwealth University - Bloomsburg in the Arts and Administration Building located at 400 E 2nd St, Bloomsburg, PA 17815.

What is the cost of the conference?

The cost of the conference will be \$100 per registrant.

What is included in the conference registration fee?

The conference registration fee includes admission to all selected conference sessions, light breakfast and lunches. Accommodation is not included.

After I register, will I receive confirmation?

You will receive a registration confirmation via email within 24 hours. If you do not receive a confirmation email, please contact askcuhr@commonwealthu.edu.

What is the deadline to register for the conference?

Conference registrations will be accepted until Monday, June 2, 2025.

Is there single-day registration available for the multi-day event?

No. Conference registration is a multi-day event only.

What happens if I register for the conference and need to cancel?

If you need to cancel, please email askcuhr@commonwealthu.edu. Please note that all registrations must be cancelled within 48 hours and failure to do so will forfeit a refund.

If I am unable to attend the event, can someone substitute for me?

Yes, substitutions for attendance are allowed. Please email askcuhr@commonwealthu.edu with the information of the new attendee and the name of the attendee they are replacing.

How do I pay for registration?

Registration payments can be made by credit card on the conference webpage. [Register at this link](#) and choose 2025 PASSHE HR Conference

How do I get an invoice for registration?

You will receive an email confirmation after registering for the conference. Your confirmation is also your invoice and will show the amount paid.

Is the cost of accommodation included in the conference fee?

Accommodation is not included in the conference fee.

How do I request a reasonable accommodation?

You can request a reasonable accommodation on the registration form or email askcuhr@commonwealthu.edu.

How do I make a special request for needs or meals?

On the registration form, please indicate any dietary restrictions or other needs. If you forget to request a need on the form, please email askcuhr@commonwealthu.edu with the information.

Where do I park on campus?

Free parking can be found at the faculty-staff lot located behind Andruss Library.

What is the dress code for the event?

The dress code is business casual. Comfortable footwear is encouraged.