

Association of Legal Administrators (ALA)
Tennessee Chapters

Registration Form

ALA Tennessee Statewide Retreat 2026

Doubletree by Hilton
315 4th Avenue North
Nashville, TN 37219
615.244.8200

March 5-6, 2026

Early Bird Registration*

ALL EARLY BIRD REGISTRANTS WILL
BE ENTERED INTO A DRAWING FOR A

\$500 VISA GIFT CARD

*Registration form must be postmarked or submitted online by 1/9/2026, AND member must be present at time of the drawing.

**ASSOCIATION OF LEGAL ADMINISTRATORS (ALA)
TENNESSEE STATEWIDE RETREAT
March 5-6, 2026**

RETREAT REGISTRATION FORM

Name
Name to be Displayed on Badge
Email
Telephone (business hours)
Chapter
Firm Name & Address

**EARLY BIRD REGISTRATION DEADLINE:
Friday, January 9, 2026
Enter to win a \$500 VISA gift card!**

**REGISTRATION DEADLINE:
FRIDAY, FEBRUARY 20, 2026**

PLEASE SELECT AS APPLICABLE:

Retreat Registration Fee		
Thursday, March 5, 2026		
<input type="checkbox"/>	I will attend the Welcome Reception	Included
<input type="checkbox"/>	I will attend the Opening Celebration & Dinner	Included
<input type="checkbox"/>	I will bring a guest to the Opening Celebration & Dinner (\$75/guest) Guest Name:	\$
Friday, March 6, 2026		
<input type="checkbox"/>	I will attend Breakfast / Keynote Address (Guests welcome at Keynote)	Included
<input type="checkbox"/>	I will attend Lunch	Included
<input type="checkbox"/>	I will bring a guest to the Breakfast Guest Name:	Included
<input type="checkbox"/>	I will bring a guest to the Lunch Guest Name:	Included
<input type="checkbox"/>	TOTAL AMOUNT DUE	\$

Check Enclosed (**Payable to Middle TN Chapter of ALA and noted for TALA Retreat**)
Credit Card Payments: <https://secure.affinipay.com/pages/mtala/mtala-retreat-registration>

Registration questions should be directed to: hbearden@simsfunk.com

**Mail or Email Registration Form and/or Checks to:
Hannah Bearden
Sims Funk, PLC
3102 West End Avenue, Suite 1100
Nashville, TN 37203
hbearden@simsfunk.com**

Hotel & Meeting Space



Doubletree Hilton
315 4th Avenue North
Nashville, TN 37219

Check in 4:00 p.m.
Check out 11:00 a.m.

HOUSING REGISTRATION INFORMATION ALA TENNESSEE STATEWIDE RETREAT MARCH 5-6, 2026

*******HOTEL REGISTRATION DEADLINE - February 3, 2026*******
**MAKE RESERVATIONS EARLY - HOTEL ROOM BLOCK WILL FILL UP
AND OTHER ROOMS MAY NOT BE AVAILABLE**

**PLEASE FOLLOW THE LINK BELOW TO BOOK YOUR HOTEL RESERVATION ONLINE:
TALA MEMBERS: [Doubletree Reservations - TALA Attendees](#)**

You may also book by calling Hilton central reservations at 800.222.8733 and asking for
Association of Legal Administrators Tennessee Statewide Retreat (Code 924)

NOTES:

- ◆ Your Retreat Committee anticipates enough business partner support to provide one night of free lodging for each **TN chapter member who attends.**
- ◆ Rooms booked in our block for extra nights will be charged to your credit card at \$259 plus applicable taxes.
- ◆ Weekend rates may vary.
- ◆ **Should you need to cancel your reservation, please contact Dana Holsomback BEFORE cancelling. We will get a Middle TN Chapter member to take the room so we don't go below our guaranteed reservation number. Cancellations MUST be made 72 hours prior to arrival. If you fail to give 72 hours' notice, your credit card will be charged for one (1) night's stay. If you check out prior to your reserved check-out date, a \$50 early departure fee will also apply.**

PARKING INFORMATION

- ◆ Valet parking: 0-4 hours \$35 + tax; 4-6 hours \$45 + tax; 6+ hours/overnight \$55 + tax **(Self-Pay)**
- ◆ **Sign up for the TALA Parking Account (Look for more info to come prior to the retreat.)**
- ◆ Self parking is available at Premier Parking located at 350 Deadrick Street - \$20/day **(Self-Pay)**
- ◆ Other city self-parking available (self-parking **does not** include in/out) **(Self-Pay)**

**PLEASE NOTE THAT PARKING WILL BE PAID BY TALA RETREAT FUNDS ONLY IF YOU REGISTER WITH
THE LINK YOU RECEIVE VIA EMAIL. ALL OTHER PARKING (INCLUDING VALET) IS SELF-PAY.**

TENNESSEE ALA
Statewide Retreat Agenda
Doubletree by Hilton
March 5-6, 2026

Thursday, March 5, 2026

5:00 - 7:00 p.m.	Registration
6:00 - 7:00 p.m.	Welcome Reception <i>Business Partner Exhibit Hall</i>
7:00 - 9:30 p.m.	Dinner & Opening Celebration <i>Atrium & Business Partner Exhibit Hall</i>

Friday, March 6, 2026

7:30 - 8:00 a.m.	Breakfast Buffet
8:00 - 9:15 a.m.	Keynote Speaker <i>TBD</i>
9:15 - 10:30 a.m.	Business Expo Break <i>Business Partner Exhibit Hall</i>
10:30 - 11:30 a.m.	Session 1 <i>TBD</i>
11:30 a.m. - 1:00 p.m.	Lunch & Business Partner Drawings
1:00 - 1:15 p.m.	Break
1:15 - 2:00 p.m.	Session 2 <i>TBD</i>
2:00 - 2:45 p.m.	Session 3 <i>TBD</i>
2:45 - 3:00 p.m.	Break <i>Atrium</i>
3:00 - 3:45 p.m.	Session 4 <i>TBD</i>
3:45 - 4:15 p.m.	Business Meeting & Early Bird Drawing
4:15 p.m.	Adjourn