

Office Closures and Key Dates

Last Modified on 05/24/2026 3:25 pm EDT

The HBA's robust volunteer and member leader organization is supported by a small but robust group of staff in the HBA Central office. Please note the following standard office hours and closures. Event submitted or held outside office hours and during closures/weekends may take additional time to be processed or responded to, so we thank you for your patience.

HBA Central Office Hours

- **Monday-Friday: 9:00 a.m. - 5:00 p.m. EST**
 - For leaders in EMEA and APAC: please ensure event changes or updates are provided to HBA Central no less than 24 hours in advance to ensure necessary support.
 - Please note: if an event is held on a weekend day, HBA Central is not able to support event updates/changes as offices are closed
- **Summer Fridays:** from Mid-May through the first week of October each year, offices close at **12:00 p.m. (EST)**

HBA Central Office Closures

The HBA Central office will be closed in observance of all **US Federal Holidays**. Additionally, the HBA holds holiday closures the day after Thanksgiving and the week between Christmas and New Year's each year.

HBA Central will not be available for event support or troubleshooting during office closures. Regular office hours resume on the next business day following each closure, and we will do our best to answer questions in the order they were received.

HBA Signature Events

The HBA holds three signature events each year and asks all components to avoid holding conflicting events in order to ensure appropriate support and promotion. Our 2026 events are:

- **Global Ascension Leadership Experience** - 23-24 April 2026
- **European Leadership Summit** - 10-11 June 2026
- **Annual Conference** - 16-18 November 2026
- **Career Conversations Webinar Series** (held at 12pm EST on the following dates - this slot will be blocked on our webinar calendar)
 - *12 February 2026*
 - *7 May 2026*
 - *27 August 2026*
 - *3 December 2026*

The HBA Central Staff also holds an annual staff retreat to align on organizational imperatives each year. Dates will be posted when available.
