

REGISTRANT CANCELLATION FORM

**Please make note of the refund policies for the registration and hotel fees listed below.
Please email completed form to registration@nacds.org or fax to (703) 683-5678.**

Person Completing the Form:

Name: _____ Date: _____
Title: _____
Phone: _____ Ext: _____
E-mail: _____ Fax: _____

Person No Longer Attending This Conference:

Company: _____
Full Name: _____
Title: _____
Phone: _____ Ext: _____
E-mail: _____ Fax: _____
Reason for Cancellation: _____

Registration Cancellation Policy:

- All cancellations must be made in writing and are considered official on the date they are received by NACDS.
- Registration cancellations received on or before **April 14, 2017** will be refunded less a \$250 administrative fee per registrant.
- **No refunds will be made for cancellations received after April 14, 2017.**
- Registrants who do not attend forfeit the entire fee.

Hotel Cancellation Information:

- You are responsible for canceling your hotel room reservation.
- Access your reservation through the confirmation email you received at the time you booked your hotel. This email will contain instructions on how to cancel your room reservation.
- **Refunds will only be available for cancellations and date changes made on or before July 17, 2017.**

Please email completed form to registration@nacds.org or fax to (703) 683-5678.

Need Help? Please call 703-837-4300
Registration: Extension 2
Housing: Extension 1