

## Individual 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](mailto:registration@nacds.org) or fax to (703) 683-5678.**

### Person Completing the Form:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Person No Longer Attending This Conference:

Company: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_ 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 19, 2019** will be refunded less a \$350 administrative fee per registrant.
- **No refunds will be made for cancellations received after April 19, 2019.**
- Registrants who do not attend forfeit the entire fee.

### Hotel Cancellation Information:

- You are responsible for canceling your hotel room reservation.
- Please contact the hotel directly to cancel your reservation. See next page for hotel contact information.
- **Refunds will only be available for cancellations and date changes made on or before July 19, 2019.**

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

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

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## 2019 NACDS OFFICIAL HOTELS

### **Aloft Boston**

401-403 D St, Boston, MA 02210  
(877) 462-5638

### **Omni Parker House**

60 School St., Boston, MA 02108  
(800) 843-6664

### **Element Boston Seaport**

391-395 D St., Boston, MA 02210  
(877) 782-0151

### **Renaissance Boston Waterfront Hotel**

606 Congress St., Boston, MA 02210  
(800) 468-3571

### **Hyatt Regency Boston**

1 Ave de Lafayette, Boston, MA 02111  
(877) 803-7534

### **Seaport Boston Hotel**

1 Seaport Lane, Boston, MA 02210  
(877) 732-7678

### **InterContinental Boston**

510 Atlantic Ave., Boston, MA 02210  
(800) 327-0200

### **The Westin Boston Waterfront**

425 Summer St., Boston, MA 02210  
(800) 937-8461