

## 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: \_\_\_\_\_

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

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

### Person No Longer Attending This Conference:

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

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

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

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

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

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 16, 2021** will be refunded less a \$350 administrative fee per registrant.
- **No refunds will be made for cancellations received after April 16, 2021.**
- Registrants who do not attend forfeit the entire fee. Unused complimentary badges will also be forfeited.

### Hotel Cancellation Information:

- You are responsible for canceling your hotel room reservation.
- Please 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 20, 2021.**

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**