

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 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 3, 2020** will be refunded less a \$350 administrative fee per registrant.
- **No refunds will be made for cancellations received after April 3, 2020.**
- 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 2, 2020.**

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