

Individual Cancellation Form



Please make note of the refund policies listed below.

Fax or email all completed forms to (703) 683-5678 or Registration@NACDS.org

Person Completing the Form

Name: _____ Date: _____

Title: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

Person No Longer Attending This Conference

Company: _____

Full Name: _____

Title: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

Reason for Cancellation: _____

Registration Information

All cancellations must be made in writing and are considered official on the date they are received at NACDS. Registration cancellations received by **Friday, February 17, 2012** will be refunded less a \$250 administrative fee per registrant. No refunds will be made for cancellations received after **Friday, February 17, 2012**. If you have any questions regarding your meeting registration, please contact the NACDS Registration Department at Registration@NACDS.org.

Hotel Information

You are responsible for cancelling the room reservation. Please access your hotel 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 prior to **Wednesday, May 23, 2012**. If you have any questions regarding your housing assignment, please contact the NACDS Housing Department at **703-837-4301**.

Fax completed form to (703) 683-5678