

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: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

Person No Longer Attending This Conference:

Company: _____

Full Name: _____

Title: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

Reason for Cancellation: _____

Please note:

All cancellations must be made in writing and are considered official on the date they are received at NACDS. Registration cancellations received by **Friday, January 12, 2018** will be refunded less a \$250 administrative fee per registrant. No refunds will be made for cancellations received after **Friday, January 12, 2018**. Refunds, if applicable, will be made after the meeting. If you have any questions regarding your meeting registration, please call the NACDS Registration Department at (703) 837-4300, ext. 2.

HOTEL INFORMATION

You are responsible for cancelling your room reservation. Please access your hotel reservation using the link that was provided to you in the hotel confirmation email you received at the time you booked your room. This email will contain instructions on how to cancel your reservation.

The hotel requires a first and last night's deposit, which may be charged to the credit card provided as early as **Friday, January 12, 2018**. Refunds will only be available for cancellations and date changes received prior to this date. No refunds will be available for any hotel cancellations, date changes or no shows after this date. If you have any questions, please contact NACDS Housing at (703) 837-4300, ext. 1.