



## CANCELLATION FORM

Please make note of the refund policies for the registration and hotel fees listed below. Fax all completed forms to (703) 683-5678.

### 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, June 1, 2012** will be refunded less a \$250 administrative fee per registrant. No refunds will be made for cancellations received after **Friday, June 1, 2012**. 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 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 modify your room reservation. Refunds will only be available for cancellations and date changes made prior to **Wednesday, July 25, 2012**. If you have any questions regarding your housing assignment, please call the NACDS Housing Department at (703) 837-4300, ext. 1.