



SUBSTITUTION FORM

Please make special note of the important information regarding housing assignments on page 2 of this form. Please email completed form(s) to registration@nacds.org or fax to (703) 683-5678.

Person Completing the Form:

Name: _____ Date: _____
Phone: _____ Ext: _____ Fax: _____
Email: _____

Person No Longer Attending This Conference:

Has this person left the company? Y N

New Registrant Information:

Company: _____
Dr. Mr. Ms. Mrs. First Time Attendee? Y N
Full Name: _____
Nickname (for Badge): _____
Title: _____
Phone: _____ Ext: _____ Fax: _____
Email: _____
Address1: _____
Address2: _____
City: _____ State/Province: _____
Zip/Mail Code: _____ Country: _____

Spouse/Companion Information:

Spouse/Companion Name: _____
Spouse/Companion Nickname (for badge): _____
Spouse/Companion Email: _____

SUBSTITUTION FORM (Cont'd)

WEBSITE INFORMATION:

Selected areas of the NACDS Annual Meeting website will be accessible to conference registrants only.

Your login information will be activated once the substitution has been completed and your registration confirmation is sent. Your username is your email address. If you do not know your password, or have not set up a password, you can use the "Forgot Password" function to reset it.

If you have any questions regarding this, please contact the NACDS Registration Department at (703) 837-4300, ext. 2.

HOTEL INFORMATION:

The Annual Meeting Housing Bureau deadline has passed. Please contact your desired hotel directly to secure a hotel reservation or make changes to your existing reservation.

The Breakers: ines.bodman@thebreakers.com

The Chesterfield: iayala@rchmail.com

The Colony: reservations@thecolonypalmbeach.com

Four Seasons Resort Palm Beach: (561) 582-2800

Hilton West Palm Beach: hope.woodend@hilton.com

The Hyatt Place West Palm Beach/Downtown: alaina.teitelbaum@hyatt.com

Residence Inn West Palm Beach Downtown: kamelle.walker@marriott.com

All Annual Meeting hotels require a room deposit equaling the entire length of your stay. Refunds will only be available for cancellations and date changes made prior to **Monday, March 19, 2018**. If you have any questions regarding your housing assignment, please call the NACDS Housing department at (703) 837-4300, ext. 1. housing assignment, please call the NACDS Housing Department at (703) 837-4300, ext. 1.