



## CANCELLATION FORM

Please make note of the refund policies for the registration and hotel fees listed below and email completed form(s) to **registration@nacds.org** or fax to (703) 683-5678.

### Person Completing the Form:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Email: \_\_\_\_\_

### Person No Longer Attending This Conference:

Company: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Email: \_\_\_\_\_  
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, March 5, 2021** will be refunded less a 25% administrative fee per registrant. No refunds will be made for cancellations received after **Friday, March 5, 2021**. 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 canceling 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.

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 22, 2021**. If you have any questions regarding your housing assignment, please call the NACDS Housing Department at (703) 837-4300, ext. 1.