

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 3, 2023**, will be refunded less a 25% administrative fee per registrant. No refunds will be made for cancellations received after **Friday, March 3, 2023**. 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) 837-4302 or email registration@nacds.org.

HOTEL INFORMATION

The Annual Meeting Housing deadline, **March 20, 2023**, has passed. Please contact your desired hotel directly to secure a hotel reservation or make changes to your existing hotel reservation.

The Breakers: ines.bodman@thebreakers.com

The Ben, Autograph Collection: kendra.morgan@concordhotels.com

Canopy by Hilton West Palm Beach Downtown: jen.garrett@hilton.com

Hilton West Palm Beach: (855) 757-4985

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 20, 2023**. If you have any questions regarding your housing assignment, please call the NACDS Housing Department at (703) 837-4301 or email housing@nacds.org.