



"Excellence on a Global Scale"
A Joint Conference by NACM and IACA
July 9-13, 2017
Hyatt Regency Crystal City
Arlington, VA

2017 Annual Conference Cancellation, Postponement, and Substitution Policy

Individual Cancellation:

Notice of cancellation of registration and request for a refund must be submitted in writing to conferences@ncsc.org by Thursday, June 29, 2017. Registrants who do not show up for the conference and do not contact NACM prior to the beginning of the conference automatically forfeit all registration fees paid.

Cancellations after June 29, 2017 due to a verified medical event that occurred within one week prior to the start of the conference or verified denial of a U.S. visa by the United States Department of State which prevents a registrant from attending the conference must be submitted in writing to conferences@ncsc.org by August 1, 2017. **No refunds will be given after August 1, 2017.**

To cancel a registration, please send an email to conferences@ncsc.org and include "NACM Conference Cancellation" in the subject line. Be sure to include your full name and reason or verification of cancellation. **A \$100 cancellation fee per registrant will be assessed in all cases, regardless of the reason for a registrant's cancellation.**

Substitution:

Substitutions or name changes will be honored for those wishing to be replaced by another representative. Requests for substitutions should be made in advance of the conference but will be honored up to the conference start date. To make a substitution, please complete a new conference registration form and send as a PDF via email to conferences@ncsc.org. Please include "NACM Conference Substitution" in the subject line and list the full name and court/organization of the original registrant in the body of the email. If a substitution is made at the conference site, visit the NACM registration booth to complete this process.

Conference Cancellation or Postponement:

Due to an incident or event arising from an unexpected cause beyond NACM's control, the Board of Directors will determine if this conference will be postponed or cancelled.

If the conference is cancelled, registrants and membership will be alerted immediately by the email address on record and an announcement will be posted on the NACM website. In the event of such cancellation, a full refund of your conference registration fee will be made. If you would like to have your conference registration fees applied to a future NACM conference as specified above (2018 Midyear or Annual), contact Conference Services at conferences@ncsc.org. Liability is limited solely to the conference registration fees and the hotel's cancellation policy will apply. Conference registrants are responsible for their own travel expenses (e.g., airfare, mileage, hotel charges, etc.), which will not be refunded by NACM due to a conference cancellation.

If the conference is postponed, registrants and membership will be alerted immediately by the email address on record and an announcement will be posted on the NACM website. In the event of such postponement, your registration fee will automatically be applied to the new conference date unless a full refund is requested in writing. Conference registrants are responsible for their own travel expenses (e.g., airfare, mileage, hotel charges, etc.), which will not be refunded by NACM due to a conference postponement.