



# 2019 MIDYEAR CONFERENCE

Little Rock, AR – Little Rock Marriott – February 10-12, 2019

## REGISTRATION FORM

### GENERAL INFORMATION

Prefix: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Badge Name (if different from above): \_\_\_\_\_

Organization / Company: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ \*\* If outside U.S., please include entire phone number (country code, etc.)

I am attending a NACM conference for the first time.

Please indicate any physical or dietary needs that require special attention. \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please supply emergency contact information that can be used **24 hours a day** - for example, do not supply a phone number only answered during business hours.

### REGISTRATION SELECTION & FEES

#### MEMBER (CURRENT NACM MEMBER):

- Early Bird:** \$475 (Registering On or Before December 1, 2018) \$\_\_\_\_\_
  - Regular:** \$575 (Registering December 2 – January 31, 2019) \$\_\_\_\_\_
  - Onsite:** \$625 \$\_\_\_\_\_
  - Early Career Professional (ECP):** \$425 on or before Dec. 1; \$525 Dec. 2 and after \$\_\_\_\_\_
- (Under 40 or Less Than 10 Years of Experience in Court Administration)

#### NON-MEMBER (NOT A CURRENT NACM MEMBER):

- Early Bird:** \$640 (Registering On or Before December 1, 2018) \$\_\_\_\_\_
- Regular:** \$740 (Registering December 2 – January 31, 2019) \$\_\_\_\_\_
- Onsite:** \$790 \$\_\_\_\_\_

For information on group rates, call Conference Services at (888) 609-4023 or email [conferences@ncsc.org](mailto:conferences@ncsc.org).

### GUEST REGISTRATION SELECTION & FEES

Admission to the event held on the day selected above is included in the registration fee for participants. Pricing for individual social events is for guest fees only. Please indicate if your guest will accompany you on the day you selected to attend the conference.

	Your Guest		Your Guest
Opening Reception in the Exhibit Hall (Sunday, February 10)	<input type="checkbox"/> (\$35)	Plenary Lunch (Tuesday, February 12)	<input type="checkbox"/> (\$50)
Exhibit Hall Lunch (Monday, February 11)	<input type="checkbox"/> (\$45)		

Name of Accompanying Guest \_\_\_\_\_ Subtotal for Guest \$ \_\_\_\_\_

In order to guarantee a ticket for your guest at any/all social events you must register and pay the full registration fee for your guest prior to the conference.

**REGISTRATION FEE MUST BE PAID IN FULL PRIOR TO CONFERENCE UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. TOTAL FEES \$ \_\_\_\_\_**

### SUBSTITUTION (if applicable)

If you are replacing a confirmed participant, please note that substitutes must complete a registration form which should be submitted by mail or email. Please indicate the name of the person you are replacing below.

Person being replaced: \_\_\_\_\_

### PAYMENT METHOD

- Enclosed is my check for \$\_\_\_\_\_ payable to NACM (Federal Tax ID #54-1327921)
- Charge \$\_\_\_\_\_ to  American Express  MasterCard  VISA
- Card Number: Provide Number to Call for Credit Card Info \_\_\_\_\_
- Expiration Date: MONTH \_\_\_\_\_ YEAR \_\_\_\_\_
- Signature (Required) \_\_\_\_\_

**Please Complete and E-mail to: [conferences@ncsc.org](mailto:conferences@ncsc.org)**

National Association for Court Management  
CONFERENCE SERVICES  
300 Newport Avenue  
Williamsburg, VA 23185-4147  
(888) 609-4023

CANCELLATION POLICY: CANCELLATIONS AND REFUND REQUESTS MUST BE MADE IN WRITING BY FRIDAY, JANUARY 18, 2019. CANCELLATION REQUESTS RECEIVED BY FRIDAY, JANUARY 18, 2019. WILL BE ISSUED A REFUND LESS A \$100.00 PROCESSING FEE. NO REFUNDS WILL BE GIVEN AFTER FRIDAY, JANUARY 18, 2019 OR FOR NO SHOWS.