



## **2020 Annual Conference Cancellation, Postponement, and Substitution Policy**

### **Individual Cancellation:**

Cancellations and refund requests must be made in writing by Friday, June 26, 2020.

**A processing fee of \$100 will be deducted from each cancelled registration.**

To avoid the \$100 processing fee, registrants may elect to have their conference registration fees applied to the 2021 NACM Midyear Conference (Jacksonville, FL) or the 2021 NACM Annual Conference (San Diego, CA). Fees will not be applied to other conferences or events.

**No refunds or meeting credits will be given after June 26, 2020 or for no shows.**

To cancel a registration, please send an email to [conferences@ncsc.org](mailto:conferences@ncsc.org) and include “NACM Conference Cancellation” in the subject line. Be sure to include your full name.

### **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 at the conference.

To make a substitution, please complete a new conference registration form and deliver as a PDF via email to [conferences@ncsc.org](mailto: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 substitution is made at 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 event 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 (2021 Midyear or 2021 Annual), contact Conference Services at [conferences@ncsc.org](mailto: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.