



NCADV's 18th National  
Conference on Domestic  
Violence  
*Voices in Action*

## Registration and Cancellation Policies

### Membership Verification Policy

Upon registering, the National Coalition Against Domestic Violence (NCADV) will verify your membership status to ensure the correct registration fee is charged, regardless of the category you have selected. Active Individual Members get one registration at member pricing, additional individual tickets will be at non-member pricing. Active Associate and Affiliate Members are eligible for unlimited seats at the member rate.

The actual amount charged will be based on your membership status and any additional registrants you select on the date of registration. To retain member pricing, membership dues must also be current and paid in full at the time of the conference to avoid paying a balance due at check-in.

Only registered individuals may attend conference events. Attendees must have the appropriate badge to attend all sessions, breakfasts, luncheons and conference events. Registration materials will be released only to the individual whose name appears on the badge. Photo identification (driver license or passport) or credit card may be required. Business cards are not an acceptable form of identification. Badges are non-transferable.

### Event Registration Cancellation Policy

For refunds, all cancellations must be received in writing no later than August 23, 2019. A \$100.00 (per person) processing fee will be deducted from all refunds.

Phone cancellations will not be accepted. Cancellations may be received via email (email [conference@ncadv.org](mailto:conference@ncadv.org)) or regular mail (received by NCADV by August 23, 2019 @ 1 Broadway, Suite 210-B, Denver, CO 80203). It is up to the registrant to confirm receipt of the cancellation request.

No refunds will be issued for cancellations received after August 23, 2019.

In extenuating circumstances, to be determined solely by NCADV, substitutions for paid persons attending may be granted. All requests for substitutions must be made by August 23, 2019 (email [conference@ncadv.org](mailto:conference@ncadv.org)). Substitutions are subject to additional fees due to differences in the member type, e.g., transferring a member registration to a non-member registration. The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that substitution.

### Onsite Registration Policy

NCADV will not be accepting on-site registrations. Payment for all registrations is due by August 23<sup>rd</sup>, 2019.