

PREPAREDNESS SUMMIT

PAYMENT AUTHORIZATION FORM

ATTENDEE INFORMATION

Attendee Name _____

Reference Number _____

Organization _____

E-mail address to Send Receipt _____

Phone _____

REFUND/CANCELLATION POLICY

Refunds are limited to conference fees paid, and do not include any travel, lodging, transportation, or other fees paid independently of conference registration. No-shows and on-site purchase are non-refundable.

To qualify for a full refund of registration fees paid, less a \$75 administrative fee, a written cancellation must be received by the Summit Registration Manager no later than 11:59 PM PST on January 6, 2020. Cancellations received from January 7 until 11:59 PM PST on February 23, 2020, will receive a 50% refund, less a \$75 administrative fee. No refunds will be given starting February 24, 2020. Cancellation and refund requests should be sent via e-mail to PrepSummitReg@naccho.org. Substitutions are permitted at any time, and must be submitted in writing to PrepSummitReg@naccho.org. Please include the original attendee's name and the substitute's full contact information.

RETURN COMPLETED FORM TO:

FAX: 202-280-1043
(DO NOT EMAIL FORM WITH CC INFORMATION)

QUESTIONS?

Summit Registration: 202-796-2671
Email: PrepSummitReq@naccho.org

PAYMENT

Please charge: \$ _____ to my credit card (select below) or check # _____. Reason for charge: _____

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Visa | <input type="checkbox"/> American Express |
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> Discover |

Last Four Digits of Card # _____

Name Appearing on Card _____

Card Number: _____

Billing Address: _____

Expiration Date: _____ CVV Code: _____

CVV is the three digits listed in the signature bar on the back of the Visa, MasterCard, and Discover cards. For American Express cardholders, this reflects the four-digit code listed on the front of the card. This information is required for processing.

Authorized Signature: _____

**FORMS EMAILED WITH CREDIT CARD INFORMATION ON THEM WILL NOT BE
ACCEPTED. PLEASE FAX FORM TO 202-280-1043**