



2023 Annual Conference Cancellation, Postponement and Substitution Policy In Person and Live Stream

Individual Cancellation:

Cancellations and refund requests must be made in writing by June 16, 2023.

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

Refunds or meeting credits will not be given after **June 16, 2023**, or for no shows.

*To avoid the \$100 processing fee, registrants may elect to have their conference registration fees applied to a future NACM conference occurring within the 12 months following the cancellation as a meeting credit. If a midyear cancellation is being applied to the annual conference, registrant will be responsible for paying the difference.

To cancel a registration, please send an email to conferences@ncsc.org and include "NACM Conference Cancellation" in the subject line.

Substitution:

Anyone needing to switch from in-person to live stream may do so with written communication to conferences@ncsc.org, and will be refunded the difference in registration cost minus a **\$50 processing fee**.

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 deliver, via email, to conferences@ncsc.org. Please include "NACM Conference Substitution" in the subject line and list the name and court /organization of the original registrant in the body of the email. If the 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 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 occurring within the same calendar or subsequent year following cancellation, 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.