



*“Improving the Public’s Trust  
and Confidence in the Judiciary”*

February 5 - 7, 2017

Portland Marriott Downtown Waterfront  
Portland, OR

## **2017 Midyear Conference Cancellation, Postponement, and Substitution Policy**

### **Individual Cancellation:**

Cancellations and refund requests must be made in writing by Friday, January 13, 2017.

**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 2017 NACM Annual Conference (Arlington, VA) or the 2018 NACM Midyear Conference (Garden Grove, CA). Refunds cannot be applied to other conferences or events.

**No refunds will not be given after January 13, 2017 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 up to the conference start date.

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 (2017 Annual or 2018 Midyear), 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.