



## Registration Update Form

Please complete the registration update form and email it to [meetings@asdanet.org](mailto:meetings@asdanet.org). One form must be completed per attendee or registrant change. Changes to group registrations must be submitted by an authorized chapter leader. All changes are subject to the policy deadlines posted on the NLC website.

Registrant's Full Name: \_\_\_\_\_

Registrant's Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_

### Requested Change:

Please select your requested change below.

☐ **Cancellation:** Requests to cancel your registration must be received by **Thursday, October 30th** to receive a full refund. Cancellations received from **Thursday, October 30th through Thursday, November 13th** will receive a 50% refund. Cancellations made after **November 13th** are not eligible for a refund.

☐ **Substitution:** Enter new registrant information below. Substitution requests received on or before **Thursday, October 30th** will be made at no charge. Requests received after the deadline will be considered on a case-by-case basis.

***Only complete the section below for substitution requests:***

New Registrant's Full Name: \_\_\_\_\_

Name Printed on Badge: \_\_\_\_\_

Email: \_\_\_\_\_

Dietary Restrictions (please specify): \_\_\_\_\_

Emergency Contact (name & phone): \_\_\_\_\_

***If your registration was part of a group registration, an authorized chapter leader must complete the section below:***

Chapter Leader's Name: \_\_\_\_\_

Chapter Leader's School: \_\_\_\_\_

Date: \_\_\_\_\_