



Registration Update Form

Please complete the registration update form and email it to 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 29th** to receive a full refund. Cancellations received from **Friday, October 31st through Thursday, November 12th** 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 29th** 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. If more than 1 substitution is needed, please fill out and return the sheet on the following page:

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: _____

[illegible]