



Annual Session 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 Annual Session 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 **Tuesday, January 13th** to receive a full refund. Cancellations received from **Wednesday, January 14th through Tuesday, January 20th** will receive a 50% refund. Cancellations made after **January 20th** are not eligible for a refund.

☐ **Substitution:** Enter new registrant information below. Substitution requests received on or before **Tuesday, January 13th** 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: _____