



National Association of State Departments of Agriculture

2005 Midyear Legislative Conference

February 18 – 22, 2005

Washington Renaissance Hotel

999 9th Street, NW

Washington, DC 20001 * 202.898.9000

Meeting Information, Policies and Terms

Registration & Payment

- You may also register online www.nasda.org
- Please return your registration form and fee before February 1, 2005 to:
National Association of State Department's of Agriculture
1156 15th Street, NW, Suite 1020
Washington, DC 20005
Attn: Midyear Registration
- Please make check payable to "NASDA".
- NASDA accepts online payments for credit cards including MasterCard, Visa and American Express.
- Contributions are not deductible as a charitable contribution for federal tax purposes but may be deductible as a business expense. Please consult your tax accountant or tax advisor.
- Payments will be accepted on-site with pre-approval only.

Sleeping Room Information

- Sleeping room reservations can be made by calling 800-468-3571, please refer to the NASDA room block (NAD) when making your reservation.
- Online room reservations can made at www.renaissancehotels.com/WASRB. The online code is "NADNADA".
- Should you have difficulty making rooms reservations, please contact Gillian J. Woodward, Manager, Special Events at 202-296-9680.

Refunds/Cancellation's

- Requests for refunds must be submitted in writing to NASDA. You may submit your refund/cancellation request no later than February 25, 2005. Information can be addressed to NASDA, Attn: Gillian J. Woodward, Special Events Manager, at 1156 15th Street, NW, Suite 1020, Washington, DC 20005. Or you may submit the information via fax (202-296-9686) or e-mail at Gillian@nasda.org.

Please be certain to include the following information:

1. *Name on registration to be refunded/cancelled.*
2. *Reason for refund/cancellation.*
3. *How initial payment of registration was made.*
4. *Name and address of check recipient.*

5. *E-mail address for confirmation.*

- All initial payment types including checks and credit cards will be refunded in the form of a check.
- Refunds will not be processed on-site.
- Refunds will not be processed until February 25, 2004.

Substitutions

- Requests for substitutions must be submitted in writing to NASDA.
- You may submit your substitution request no later than February 16, 2005. Information can be addressed to NASDA, Attn: Gillian J. Woodward, Special Events Manager, 1156 15th Street, NW, Suite 1020, Washington, DC 20005. You may submit the information via fax (202-296-9686) or e-mail Gillian@nasda.org.

Please be certain to include the following information:

1. *Original name on registration to be substituted.*
2. *Title and agency of the new registrant.*
3. *Reason for substitution.*
4. *How initial payment of registration was made.*
5. *E-mail address for confirmation and should we have additional questions.*

Requests for Receipts & Invoices

- Should you require a receipt or invoice for your registration expense, please send e-mail to Gillian@nasda.org. Please note “receipt” in the subject line.

Attendee Categories

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| CSD | = NASDA Members - Commissioners, Secretaries, Directors of State Departments of Agriculture and state staff only |
| Spouse | = Actual Spouse of any paid registrant |
| Sponsor | = Event Sponsor |
| Speaker | = Invited and confirmed speakers |
| NASDA Staff | = NASDA Washington Staff |
| Other | = Industry and Government Participant's |
| NASATO | = Members of the National Association of State Agriculture Technology Officials |

Fine Print

By submitting the Midyear Meeting registration form, you agree to the policies and terms as set forth by NASDA.