

NASDA 2004 Midyear Meeting Refund & Registration Fee Policies

Refunds/Cancellation

- Requests for refunds must be submitted in writing to NASDA. You may submit your refund/cancellation request no later than February 16, 2004. Information can be addressed to NASDA, Attn: Gillian Woodward, Special Events Manager, at 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. *Name on registration to be refunded/cancelled.*
 2. *Reason for refund/cancellation.*
 3. *How initial payment of registration was made.*
 4. *Address for return payment.*
 5. *E-mail address for confirmation and should we have additional questions.*
- All initial payment types including checks and credit cards will be refunded in the form of a check.
 - No refunds will 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 10, 2004. Information can be addressed to NASDA, Attn: Gillian 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 an e-mail to Gillian@nasda.org.

Payment Information

- NASDA accepts online payments for credit cards including MasterCard, Visa and American Express.
- Checks may be made payable to NASDA and sent to: NASDA Attn: Midyear Meeting, 1156 15th Street, NW, Suite 1020 Washington, DC 20005.
- Payments will be accepted on-site with pre-approval only.

Attendee Categories

CSD	= NASDA Members - Commissioners, Secretaries, Directors of State Departments of Agriculture (only)
Spouse	= Actual Spouse of any paid registrant
Sponsor	= Event Sponsor [please complete & submit Sponsor Event Form with registration(s)]
Speaker	= Invited and confirmed speakers
NASDA Staff	= NASDA Washington Staff
Other	= Any and all Staff from State Departments of Agriculture including assistant Directors, Secretaries and Commissioners; Industry Organization Participants; Government Participants
NASATO	= Members of the National Association of State Agriculture Technology Officials