

29th Annual National Leadership Forum & SAMHSA's 15th Prevention Day



TRANSFORMING COMMUNITIES THE POWER OF PREVENTION

February 4-7, 2019
Gaylord National Hotel | National Harbor, MD

ALL FIELDS MANDATORY: PLEASE PRINT LEGIBLY

INDIVIDUAL Registration Form

I. REGISTRANT INFORMATION

Prefix _____ First Name _____ Last Name _____ Suffix _____
Organization _____ Current CADCA Membership ID# _____
Title _____
Address Line 1 _____ Address Line 2 _____
City _____ State _____ Zip _____ Country _____
Primary Phone# _____
Emergency Name/# of someone not attending event with you _____
E-mail (you will not receive a receipt without an email address) _____

ALL YOUTH ATTENDEES (UNDER 21 YEARS OLD) ARE REQUIRED TO COMPLETE THE CONSENT FORM AND MUST HAVE AN ADULT SUPERVISOR

FOR ATTENDEES UNDER 21 YEARS OLD: Date of Birth ____/____/____ Adult Advisor _____
Advisor's Cell# _____ Advisor Email _____

CHECK ONLY ONE: (all fees listed in Section IV)

- Adult General Attendee
 Adult Advisor Attendee (For Youth Leadership Initiative)
 Youth Leadership Initiative Attendee

If you are not attending the WHOLE event, CHECK ONLY ONE:

- ONE DAY: TUESDAY ONLY ONE DAY: WEDNESDAY ONLY ONE DAY: THURSDAY ONLY

ATTENDING PREVENTION DAY? (If no selection is made you WILL BE REGISTERED FOR PREVENTION DAY)

- YES NO

DIETARY RESTRICTIONS: _____

PHYSICAL DISABILITY REQUIREMENTS: _____

II. CADCA MEMBERSHIP

CADCA Membership must be active through February 7, 2019 BEFORE you register to get the Member Rate

Please contact membership@cadca.org for any further questions

Not a CADCA member? Purchase a one-year membership and get the reduced member rate! Select your member type below to become a CADCA member and be eligible for discounted member rates to the Forum and Mid-Year (Membership fees subject to change)

- Coalition/Community-based Organization (based on annual budget; check one box below)
 Budget: \$99K & below: \$200 **Budget:** \$100K - \$299K: \$300 **Budget:** \$300K - \$499K: \$400 **Budget:** \$500K+: \$500
 Special Interest Group (Local Government/Prevention & Treatment Centers, etc.): \$500
 Sustaining Member (State Government/National Organization): \$2,500
 Prevention Professional: \$200

III. GUEST REGISTRATION

Guest Registration: \$350 per person

Guest Name: _____ Email: _____

Guest access is intended for a spouse traveling with a paying attendee. Guest access is limited to the welcome reception, continental breakfasts, breaks, Capitol Hill Day and exhibits only (no courses). Coalition colleagues, industry employees, exhibitor representatives not covered under the exhibitor registration, CADCA members, co-presenters, etc. do not qualify as a guest.

IV. REGISTRATION RATES FOR INDIVIDUALS ONLY

	Early-bird (Until Dec. 17)	Advance Registration (between Dec. 18- Jan. 21)	On-Site (on or after Jan. 22)
Adult Member <small>Not applicable to Friend of CADCA Membership</small>	\$595	\$695	\$795
Adult Non-Member/Friend of CADCA	\$805	\$905	\$995
Youth/Young Adults	\$450	\$500	\$550
One Day Only	\$300	\$350	\$375

YOUTH/YOUNG ADULT RATE: To qualify for the youth rate, participants must be under 21 years of age as of February 4, 2019. If participants are 21 years old or older, they must pay the adult rate. All youth registrants must submit the attached Parent Consent Form by Jan 21st for registration.

No youth may attend sessions unless they are a paid, registered attendee. All Youth Leadership adult advisors must be a paid, registered attendee. Contact youth@cadca.org for questions about Youth Leadership requirements.

GROUP RATE: A GROUP rate is available for those with 5 or more people meeting specific criteria. Please refer to the GROUP registration form.

VI. REGISTRATION SELECTION AND PAYMENT INFORMATION

Individual Registration: \$ _____
Guest Registration: \$ _____
Membership: \$ _____
Total Amount Due: \$ _____

Check Enclosed (payable to CADCA) Check # _____

Credit Card (check one) VISA MasterCard American Express

Card Number _____ Exp. Date: _____ CVV Code: _____

Cardholder's Name _____

I, the undersigned, authorize CADCA to charge my credit card for the "Total Amount" listed on this Registration Form.

Cardholder's Signature _____ Date _____

A completed registration with no form of payment or no purchase order does not guarantee the registration rate. CADCA will not process registration forms that do not include payment information. You are not considered registered for the conference until either payment or a purchase order has been received. Payment must be postmarked by the deadline dates above to get that rate. If your payment will not be postmarked by the current deadline, you must pay the higher rate.

Purchase Orders: Official POs are accepted (**not Purchase Requisitions**) provided the following guidelines are met: POs are a legal document guaranteeing payment but are not considered actual payment. If you submit a PO to CADCA, you are guaranteeing future payment for the full amount of the PO. Upon receipt of the PO and the registration form, CADCA will email an invoice from which you should submit payment. POs must be received by CADCA via email by the registration deadline to lock in the current rate. POs received after the above deadlines will be returned for adjustment to reflect the current rates. All payments sent via mail must be postmarked by the deadline dates above.

Payment Change: Once payment is received, any change to the payment method (such as change in credit card numbers) will be treated as a cancellation and subject to a \$95 administrative fee (per person). Re-registration will be charged at the current rates.

VII. SUBMISSION METHODS

ONLINE! Register online if paying by credit card and receive an instant confirmation receipt. If paying by check, you can e-mail this form to events@cadca.org and/or mail this form and check to: CADCA, 625 Slaters Lane, #300, Alexandria, VA 22314. For mailed or emailed registration forms, you will receive an e-mail confirmation of the completed registration within 10 business days.

VIII. CANCELLATION POLICY

All requests for registration cancellations must be submitted in writing by January 21, 2019 via e-mail to events@cadca.org. Cancellation requests received by this date will be processed less a \$95 administrative fee. Refunds will be processed within 45 days after the meeting. There will be **no refunds after January 21** and no refunds for conference no-shows. **By submitting this registration form, you agree to this policy.**