

# 21<sup>ST</sup> ANNUAL MID-YEAR TRAINING INSTITUTE



July 17 – 21, 2022 | Gaylord Palms | Orlando, FL

## ALL FIELDS MANDATORY

## GROUP OF 5 OR MORE ONLY

**INSTRUCTIONS FOR GROUP DISCOUNT:** Groups of 5 or more receive a discount on the early-bird and advance registration rates only.

**All groups must register and pay by June 27th.** Only use this form if you are CADCA member and registering 5 or more individuals.

There are **no On-Site Group rates**. Cancellations that cause the group to drop below 5 will cause the remaining registrants to pay the individual rates.

You must check the corresponding rate box for each adult and youth planning to attend.

## I. REGISTRANT#1/MAIN GROUP CONTACT

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

Organization \_\_\_\_\_ Current *CADCA* Membership ID# \_\_\_\_\_

Title \_\_\_\_\_ Primary Phone# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Attendee E-mail (required for confirmation receipt) \_\_\_\_\_

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

Adult General Attendee

Adult Advisor Attendee (For Youth Leadership Initiative)

Is this your **FIRST-TIME** attending **CADCA's Mid-Year Training Institute**?

YES  NO

**DIETARY RESTRICTIONS:**

**PHYSICAL DISABILITY REQUIREMENTS:**

**Checking this box indicates agreement with the terms and conditions outlined in CADCA's COVID-19 Waiver of Liability found on the CADCA website. (This acknowledgment is required to participate in CADCA's 2022 Mid-Year Training Institute)**

## II. CADCA MEMBERSHIP - NEW AND REINSTATING MEMBERS ONLY

**\*CADCA Membership must be active through July 21, 2022 BEFORE you register to get the Member Rate\***

Please contact [membership@cadca.org](mailto:membership@cadca.org) for any further questions

Not a CADCA member? Purchase a one-year membership! Select your member type below to 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. GROUP REGISTRANTS (*Duplicate this page if you have more attendees*)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Title \_\_\_\_\_ Attendee E-mail \_\_\_\_\_

**CHECK ONLY ONE:**

Adult General Attendee

Adult Advisor Attendee(For Youth Leadership Initiative)

Youth Leadership Initiative

Date of Birth \_\_\_\_\_

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YES  NO

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Organization \_\_\_\_\_ Address \_\_\_\_\_  
Title \_\_\_\_\_ Attendee E-mail \_\_\_\_\_

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- Adult General Attendee  Youth Leadership Initiative  
 Adult Advisor Attendee(For Youth Leadership Initiative) Date of Birth \_\_\_\_\_

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**IV. REGISTRATION RATES FOR 5 OR MORE ATTENDEES**

	<b>Early-Bird (Until June 13)</b>	<b>Advance Registration (June 14 – June 27)</b>
<b>Adult Member</b>	<b>\$645</b>	<b>\$745</b>
<b>Youth/Young Adults</b>	<b>\$485</b>	<b>\$535</b>

**YOUTH/YOUNG ADULT RATE:** To qualify for the youth rate, participants must be 18 years of age or younger as of July 21, 2022. If participants are 19 years old or older, they must pay the adult rate.

**ALL YOUTH/YOUNG ADULTS ATTENDING CADCA YOUTH LEADERSHIP COURSES MUST HAVE AT LEAST ONE ADULT ADVISOR PER COALITION TO PARTICIPATE ALONGSIDE THEM FOR THE ENTIRE COURSE. All CADCA Youth Leadership adult advisors must be a paid, registered attendee. Contact [youth@cadca.org](mailto:youth@cadca.org) for questions about Youth requirements.**

## V. REGISTRATION SELECTION AND PAYMENT INFORMATION

Adult Registrations: # \_\_\_ x rate \$ \_\_\_\_\_ \$ \_\_\_\_\_

Youth Registrations: # \_\_\_ x rate \$ \_\_\_\_\_ \$ \_\_\_\_\_

Membership (New/Renewal): \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

Check Enclosed (payable to CADCA) Check # \_\_\_\_\_

Credit Card (check one)  VISA  MasterCard  American Express

Card Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

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

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

**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 June 27, 2022.***

**Purchase Orders:** Official Purchase Orders (PO) are accepted (not Purchase Requisitions) provided the following guidelines are met. Upon receipt of a completed registration form, CADCA will email an invoice from which you should submit payment.

***If you submit a PO to CADCA, you are guaranteeing payment for the full amount of the PO by July 17<sup>th</sup>.***

**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).

## VI. SUBMISSION METHODS

**ONLINE!** Register online if paying by credit card and to receive an instant confirmation receipt. If paying by check, you can e-mail this form to [events@cadca.org](mailto:events@cadca.org) and mail check to: **CADCA, 500 Montgomery Street, #400, Alexandria, VA 22314.** For emailed or mailed registration forms, you will receive an e-mail confirmation of the completed registration within 7 business days.

## VII. CANCELLATION & SUBSTITUTION POLICY

All requests for ***registration cancellations*** must be submitted in writing via e-mail to [events@cadca.org](mailto:events@cadca.org). CADCA has a **NO REFUND** policy. Cancellations, conference no shows or failures to attend the training event will not receive a refund or credit towards a future CADCA Training Event.

All requests for ***registration substitutions*** must be submitted in writing via e-mail to [events@cadca.org](mailto:events@cadca.org) along with a new and completed registration form. Substitution requests are free of charge.

***By submitting this registration form, you agree to CADCA's registration requirements and policy.***