

**REGISTRATION FORM FOR GROUPS OF 5 OR MORE**

**Organization Name:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Primary Contact's Email:** \_\_\_\_\_

**GROUP REGISTRATION FEE SCHEDULE**

*Members and Non-Members pay the same rates!*

Pay a single flat fee based on your group's size and everyone in the group can attend for the one fee.

<b>Event</b>	<b>Group Size</b>	<b>Early Bird Rate until May 15</b>	<b>Late Rate May 16-June 11 (registration closes on June 11)</b>
<b>COD (June 14-15)</b>	5-10 people	\$ 300 <input type="checkbox"/>	\$ 425 <input type="checkbox"/>
	11-25 people	\$ 660 <input type="checkbox"/>	\$ 935 <input type="checkbox"/>
	26-50 people	\$1500 <input type="checkbox"/>	\$2150 <input type="checkbox"/>
	51-100 people	\$3000 <input type="checkbox"/>	\$4275 <input type="checkbox"/>
	101 or more	\$5900 <input type="checkbox"/>	\$8425 <input type="checkbox"/>
<b>BPDA (June 16-17)</b>	5-10 people	\$ 300 <input type="checkbox"/>	\$ 425 <input type="checkbox"/>
	11-25 people	\$ 660 <input type="checkbox"/>	\$ 935 <input type="checkbox"/>
	26-50 people	\$1500 <input type="checkbox"/>	\$2150 <input type="checkbox"/>
	51-100 people	\$3000 <input type="checkbox"/>	\$4275 <input type="checkbox"/>
	101 or more	\$5900 <input type="checkbox"/>	\$8425 <input type="checkbox"/>
<b>COD &amp; BPDA (June 14-17)</b>	5-10 people	\$ 500 <input type="checkbox"/>	\$ 750 <input type="checkbox"/>
	11-25 people	\$1100 <input type="checkbox"/>	\$1650 <input type="checkbox"/>
	26-50 people	\$2500 <input type="checkbox"/>	\$3150 <input type="checkbox"/>
	51-100 people	\$5000 <input type="checkbox"/>	\$7550 <input type="checkbox"/>
	101 or more	\$9000 <input type="checkbox"/>	\$14050 <input type="checkbox"/>

**HOW TO SUBMIT YOUR LIST OF ATTENDEES** – Download the Excel spreadsheet here:

<https://www.nlada.org/2022HDLC>

Complete the required information for each member of your group and mail the spreadsheet with this form and your check. **You also must email** this form, a copy of the check, and the spreadsheet to [registration@nlada.org](mailto:registration@nlada.org).

**PAYMENT METHODS:**

- Pay online at [nlada.org/eweb](http://nlada.org/eweb) \*  
\* Credit card payments *must be submitted through our secure online system* at [nlada.org/eweb](http://nlada.org/eweb). NLADA does not accept credit card payments through mail, email, fax, or phone.
- Mail a check with this form to P.O. Box 79083, Baltimore MD 21279-0083. **NOTE: Because of ongoing delays with the mail, YOU MUST also email a copy of your check and registrations forms to [registration@nlada.org](mailto:registration@nlada.org).**
- Purchase Order  
Include the contact information of the person who will process the payment.  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Purchase Order #: \_\_\_\_\_  
EMAIL PURCHASE ORDER FORMS TO: [registration@nlada.org](mailto:registration@nlada.org)

**CANCELLATION POLICY:** Registration fees will be refunded (less a \$75 administrative fee) for cancellations received in writing no later than May 17, 2022. After May 17, registration fees are not refundable. For cancellation requests made from May 18 until June 7, you may receive a credit (less a \$75 administrative fee) for a future training event (must be used by the end of 2023). No refunds or credits will be issued for requests made after June 7. Substitution of conference attendees may be made at any time before or during the event. Please notify NLADA of substitutions in writing. Send all requests to [registration@nlada.org](mailto:registration@nlada.org).