

# National Legislative Services & Security Association PDS

Phoenix Park Hotel: Washington, DC - August 29 – September 2, 2016

Name: \_\_\_\_\_

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

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact (Name/Telephone): \_\_\_\_\_

**Mail or Fax form by Friday,  
August 19<sup>th</sup>**

NCSL Registration/Accounting  
7700 East First Place | Denver, CO 80230  
Fax: (303) 364-7811

**Please note:**

All badges are to be picked up onsite  
at registration

For program information or special requests re: meals or accommodations, please contact Diane Chaffin at [diane.chaffin@ncsl.org](mailto:diane.chaffin@ncsl.org)

Registration Fee (Check one only)	Fee
<input type="checkbox"/> Legislator <input type="checkbox"/> Legislative Staff <input type="checkbox"/> Government	\$350
<input type="checkbox"/> Business & Other	\$375
<input type="checkbox"/> Guest (defined as a member of your immediate family or spouse/partner)  Guest Name: _____	\$150

**Cancellation Policy:** All cancellations must be made in writing and can be faxed to (303) 856-7811 or e-mailed to [registration@ncsl.org](mailto:registration@ncsl.org).

**Substitution Policy:** Substitutions require an additional processing fee of \$25. To make a substitution you must do the following: (a) submit a written notice of cancellation indicating a request to transfer payment (b) at the same time complete and submit a new registration form. Sorry no onsite substitutions.

For general registration questions [registration@ncsl.org](mailto:registration@ncsl.org) or visit our website at [www.ncsl.org](http://www.ncsl.org) for information.

Meeting Registration Payment:  Pay onsite  Check Enclosed # \_\_\_\_\_

Bill the State Legislature P.O. # \_\_\_\_\_ Agency Name \_\_\_\_\_

Please Charge My Card:  AMEX  MasterCard  Visa  Discover

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_