

# 2021 Legislative Summit November 3-5 —Tampa Tampa Convention Center

## International Registration Form

To register online please visit [www.ncsl.org/Summit2021](http://www.ncsl.org/Summit2021) OR you may fill out this registration form and submit to [registration@ncsl.org](mailto:registration@ncsl.org) or by fax to 303-856-2554 or mail to NCSL, 7700 East First Place, Denver, CO 80230. **Please note that international registrants are not eligible for on-site payment through cash, but only through wire transfer or credit card. Your registration will not be processed without full payment.**

### Step 1: Main Registrant Information

Salutation \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Badge Name (First or Nickname) \_\_\_\_\_

Job Title \_\_\_\_\_

Legislature/Parliament \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Main Registrant Email Address (Required) \_\_\_\_\_

Coordinator Email Address (Optional) \_\_\_\_\_

### Emergency Contact Information:

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

Phone: \_\_\_\_\_

### Guest Information (if applicable):

Guest Name \_\_\_\_\_ Age (if youth) \_\_\_\_\_

Guest Name \_\_\_\_\_ Age (if youth) \_\_\_\_\_

Step 2: Check fees that apply	Early Bird (by Aug. 31)	After Aug. 31	One Day Only*
International Attendee	<input type="checkbox"/> \$800	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$600
International Adult Guest (Age 18+)	<input type="checkbox"/> \$200		

\*For One Day Only registration, check one day:

Weds  Thurs  Fri

### Step 3: Housing

For more details and to book your hotel reservation visit [www.ncsl.org/Summit2021](http://www.ncsl.org/Summit2021). Room blocks fill up early, so we encourage you to make your reservation as soon as possible.

Your registration order number is required to reserve your hotel at the special NCSL rate. **Once your registration form is processed, and payment is made, you will receive a confirmation email with a unique link to book your housing.** It may take 5-7 business days for your form to be processed.

Please contact Stacy Householder ([stacy.householder@ncsl.org](mailto:stacy.householder@ncsl.org)) if you wish to pay for your hotel by wire transfer.

### Step 4: Registration Questions

This is my first NCSL Summit.  Yes  No

My preferred email address for meeting updates is: \_\_\_\_\_

Please list any dietary restrictions or special accommodations needed (audio, mobile, visual) \_\_\_\_\_

### Step 5: Payment Method for Main Registrant

Please contact the NCSL Accounting team to make arrangements for credit card payment, [ar@ncsl.org](mailto:ar@ncsl.org), or you may send a check to Accounts Receivable, NCSL Legislative Summit, 7700 East First Place, Denver, CO 80230.

### Terms & Conditions

Travel to the U.S. requires a visa for entry from most countries. Please be aware that it can take 6-8 weeks for a visa. We do not offer assistance in securing visas, and rejection of a visa does not affect the cancellation policy.

If you require special assistance, please contact Stacy Householder ([stacy.householder@ncsl.org](mailto:stacy.householder@ncsl.org)).

### Cancellation Policy\*:

**Cancellation policy for NCSL members (state legislators, state legislative staff and NCSL international affiliates only):** A \$50 fee will be charged for cancellations. Full conference registration fee, minus the cancellation fee, will be refunded if received in writing by midnight on Friday, Oct. 8, 2021.

**Cancellation policy for all others (includes international legislators and international legislative staff who are not NCSL dues-paying affiliates):** A \$100 fee will be charged for cancellations. Full conference registration fee, minus the cancellation fee, will be refunded if received in writing by midnight on Friday, October 8, 2021. PLEASE NOTE: Cancellations received after October 8, as well as those who do not show up for the meeting, will be charged full registration.

Guest registration is meant to accommodate spouses and immediate family members. Attendees from the same organization must register independently. No exceptions will be made. Spouse/guest designation will be clearly visible on name badge and those guests are not permitted to attend sessions. Guest registrations fees will be refunded in full if cancellation is received by midnight on Friday, October 8, 2021.

\*See website for registration policies