

2016 Legislative Summit & Exhibition August 8-11, 2016—Chicago, Illinois McCormick Place Convention Center

International Registration Form

To register online please visit www.ncsl.org/summit OR you may fill out this registration form and submit to registration@ncsl.org or by fax to 303-364-7811 or mail to NCSL, 7700 East First Place, Denver, CO 80230.

Step 1: Main Registrant Information

Salutation	First Name	MI	Last Name
Badge Name (First or Nickname)		Job Title	
Legislature/Parliament			
Mailing Address - Home or Office?			
City	Zip	Country	
Confirmation Email Address (Required)			

VISA (Check ONE):

Have you obtained your U.S. Visa for travel to the meeting?
 Yes No Visa Not Required

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

Step 2: Check one rate and one fee.	Early Bird By May 23	Advanced by July 11	After July 11	One Day Only*
<input type="checkbox"/> Dues paying International <input type="checkbox"/> Affiliates (JA)	<input type="checkbox"/> \$575	<input type="checkbox"/> \$640	<input type="checkbox"/> \$715	<input type="checkbox"/> \$440
<input type="checkbox"/> Int'l Legislator (J) or <input type="checkbox"/> Int'l Legislator Staff (JS)	<input type="checkbox"/> \$600	<input type="checkbox"/> \$670	<input type="checkbox"/> \$750	<input type="checkbox"/> \$460
<input type="checkbox"/> Government (G) or <input type="checkbox"/> University (V)	<input type="checkbox"/> \$940	<input type="checkbox"/> \$1,060	<input type="checkbox"/> \$1,175	<input type="checkbox"/> \$715
<input type="checkbox"/> Trade Association (T) or <input type="checkbox"/> Business & all others (B)	<input type="checkbox"/> \$1,080	<input type="checkbox"/> \$1,220	<input type="checkbox"/> \$1,355	<input type="checkbox"/> \$820

*For One Day Only registration, circle which day: Mon Tues Wed Thurs

Step 3: Housing

For more details and to book your hotel reservation visit www.ncsl.org/summit. Please contact Katherine Boyce at katherine.boyce@ncsl.org if you wish to pay for your hotel by wire transfer.

Early Bird Registration

Deadline: May 23
(Payment must be received by May 23)

Advanced Registration

Deadline: July 11

Registration Information

Email: registration@ncsl.org
Information: 303-364-7810

Mail Registration Fax Registration

7700 East First Place 303-364-7811
Denver, CO 80230

*Please pick up badges onsite.

Step 4: Emergency Contact

Name: _____ Phone: _____

Step 5: Registration Questions

This is my first NCSL Summit. Yes No
My preferred e-mail address for meeting updates is:

I have special accommodations that I will require; health-related, dietary, and transportation? _____

Check all you plan to attend: (Times subject to change)

- International Reception (Sunday, 5:00pm - 6:30pm)
- Intl Luncheon (Monday, 12:00pm - 2:00pm)
- Site Visit (Monday, 2:00pm - 4:00pm)

Step 6: Family Registration Items

Do you have any guest (s) /youth? Yes No

If you have guest, please complete the Guest (s) & Youth registration form.

Step 7: Payment Method for Main Registrant

Credit Card Type: _____

Expiration date: _____

Account Number: _____

Security Code: _____ Billing Zip Code: _____

Name on Card: _____

Cardholder's Signature: _____

If you plan to pay for registration fees by wire transfer, contact Katherine Boyce at katherine.boyce@ncsl.org. Please note, if paying by wire transfer, we must receive the registration fees no later than July 23, 2016.

Cancellation Policy:

All non-members (*this includes International Legislators & International Legislative Staff who are not NCSL 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 Saturday, July 23, 2016.

PLEASE NOTE: Cancellations received after July 23rd as well as No-Shows will be charged full registration.

*see website for registration policies

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Guest & Youth Registration Form

(Must be accompanied by an individual registration form)
Translators can register under the guest registration fee.

Step 1: Main Registrant Information
(from main reg. form)

First Name MI Last Name

City State Zip

Step 2: Registration Categories & Fees

\$125 per guest registrant

This fee includes admission to the Legislative Summit exhibit hall, lunch and social events.

Adult guest registration is open to immediate family members age 18 or older (friends, colleagues or co-workers cannot register as your guest). Guests who wish to attend the educational sessions or meal functions will be required to purchase a full conference registration.

There is not a separate youth program or daycare provided in Chicago. Youth guest fee \$125.

The youth fee includes admission to the exhibit hall and the social events. All youth must be ages 5-17 and must be accompanied by an adult at all times.

Adult Guest Name: _____

Relationship: _____

Emergency Contact: _____

1) Youth Guest Name: _____

Age: _____

2) Youth Guest Name: _____

Age: _____

3) Youth Guest Name: _____

Age: _____

Step 3: Payment Method for Guest Registrant

Check Number: _____

Credit Card Type: _____

Expiration date: _____

Account Number: _____

Security Code: _____ Billing Zip Code: _____

Name on Card: _____

Cardholder's Signature: _____

Registration Information

Email: registration@ncsl.org
Information: 303-364-7810

Mail Registration Fax Registration
7700 East First Place 303-364-7811
Denver, CO 80230

**Please pick up badges onsite.*

Cancellation Policy:

Guest and Youth registrations fees will be refunded in full if cancelation is received in writing by midnight Sunday, August 7, 2016.

**See website for registration policies.*