

Conference Registration Form



Name: _____

E-mail: _____

Agency Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

- Non-Member \$400.00
- Member (Community Action Staff) \$300.00

Fees: Includes access to all conference programming, plus breakfast and lunch.

EVENT DETAILS

October 1-2, 2024

Alerus Center | 1200 42nd St
Grand Forks, North Dakota 58201

Hotel Reservations:

Canad Inn: 701-772-8404

This form should only be completed and mailed in with payment via U.S. check to:

CAPND - 2024 Conference
ATTN: Andrea Olson
3233 S University Dr
Fargo, ND 58104

Registration Types Registration types and associated fees are determined based on your location. If for any reason the amount due is different than you believe it should be, please e-mail andreao@capnd.org.

Payment Payments will be accepted by check or money order, payable to "CAPND" in U.S. dollars and drawn from a U.S. bank. Check and registration form (see below for form and mailing address) must be mailed in together, in order to process your registration order. Paper forms will only be accepted via check payment. Checks will not be accepted on-site. Checks will not be accepted after Friday September 13, 2024.

Confirmations Upon receipt of your registration and payment, a confirmation email will be sent to each registrant within three (3) days. Payment issues will delay the processing of your registration. If paying by check, registration will not be processed until the check and registration form is received and the check is cleared, which could take up to 14 business days.

Refund and Cancellation Policy All registration cancellations and refund processing must be done through CAPND. Please submit your cancellation in writing to Andrea Olson at andreao@capnd.org. There is a \$100 non-refundable administration fee for processing any refunds. Your registration fee, less the \$100 administrative fee, will be refunded via check within 30-60 business days of your cancellation date.

No refunds will be granted for requests after August 30, 2024. Any exceptions shall be at the sole discretion of CAPND. CAPND regrets that refunds will not be given for no-shows or inclement weather.

Signature: _____

Date: _____