

# Conference Registration Form



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

E-mail: \_\_\_\_\_

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

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

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

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

## EVENT DETAILS

September 13-14, 2022

Roosevelt Grand Dakota Hotel

532 15th St W

Dickinson, North Dakota 58601

(701) 483-5600 for reservations

☐ Non-Member \$350.00

☐ Member (Community Action Staff) \$200.00

*Fees: Includes access to all conference programming, plus breakfast (2 days) and lunch (2 days).*

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

CAPND - 2022 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 [andrea@capnd.org](mailto:andrea@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 August 26, 2022.

**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 [andrea@capnd.org](mailto:andrea@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 July 31, 2022. 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: \_\_\_\_\_