

CADCA 18TH ANNUAL
Mid-Year Training Institute

July 14–18, 2019

Gaylord Texan Hotel | Dallas, Texas

#CADCAMidYear



ALL FIELDS MANDATORY

GROUP OF 5 OR MORE Registration Form

INSTRUCTIONS FOR GROUP DISCOUNT FOR 5 OR MORE PEOPLE: Groups of 5 or more receive a discount on the early-bird and regular rates only. **All groups must register and pay by June 24th.** There are **no On-Site Group rates.** In order to be eligible for these discounts, your group must meet ALL of these requirements: 1) all individuals must be associated with the SAME coalition or organization 2) the coalition or organization must be a member of CADCA (if a non-member, you must purchase a membership to get the reduced group rate) 3) your group must contain a minimum of 5 FULL-PAYING individuals (scholarship recipients, speakers, one day rates and spouses do not count towards members of the group) and 4) to be eligible for the group rate, all members must be registered at the same time and pay in one transaction using one form of payment. Cancellations that cause the group to drop below 5 will receive partial refund and cause the remaining registrants to pay the individual rates. You must check the corresponding rate box for each adult and youth planning to attend.

I. REGISTRANT#1/MAIN GROUP CONTACT

Prefix _____ First Name _____ Last Name _____ Suffix _____
Organization _____ Current CADCA Membership ID# _____
Title _____
Address Line 1 _____ Address Line 2 _____
City _____ State _____ Zip _____ Country _____
Primary Phone# _____
Emergency Name/# of someone not attending event with you _____
E-mail (you will not receive a receipt without an email address) _____

ALL YOUTH ATTENDEES (UNDER 21 YEARS OLD) ARE REQUIRED TO COMPLETE THE CONSENT FORM AND MUST HAVE AN ADULT SUPERVISOR

FOR ATTENDEES UNDER 21 YEARS OLD: Date of Birth ____/____/____ Adult Advisor _____
Advisor's Cell# _____ Advisor Email _____

CHECK ONLY ONE: (all fees listed in Section IV)

- Adult General Attendee
- Adult Advisor Attendee (For Youth Leadership Initiative)

DIETARY RESTRICTIONS: _____
PHYSICAL DISABILITY REQUIREMENTS _____

II. CADCA MEMBERSHIP

CADCA Membership must be active through July 18, 2019 BEFORE you register to get the Member Rate

Please contact membership@cadca.org for any further questions

Not a CADCA member? Purchase a one-year membership and get the reduced member rate! Select your member type below to become a CADCA member and be eligible for discounted member rates to the Forum and Mid-Year (Membership fees subject to change)

- Coalition/Community-based Organization (based on annual budget; check one box below)
 - Budget: \$99K & below: \$200
 - Budget: \$100K - \$299K: \$300
 - Budget: \$300K - \$499K: \$400
 - Budget: \$500K+: \$500
- Special Interest Group (Local Government/Prevention & Treatment Centers, etc.): \$500
- Sustaining Member (State Government/National Organization): \$2,500
- Prevention Professional: \$200

YOUR CADCA MEMBERSHIP MUST BE IN ACTIVE STATUS BEFORE THE START OF MID-YEAR

III. GUEST REGISTRATION

Guest Registration: \$250 per person

Guest Name: _____ Email: _____

Guest access is intended for a spouse or guest traveling with a paying attendee. Guest access is limited to the welcome reception, continental breakfasts, breaks, and exhibits only (no courses). Coalition colleagues, industry employees, exhibitor representatives not covered under the exhibitor registration, CADCA members, co-presenters, etc. do not qualify for this rate.

IV. ADDITIONAL GROUP REGISTRANTS (copy this page to add additional people)

Prefix _____ First Name _____ Last Name _____ Suffix _____
Organization _____ Current CADCA Membership ID# _____
Title _____ E-mail: _____

FOR ATTENDEES UNDER 21 YEARS OLD: Date of Birth ____/____/____ Adult Advisor _____
Advisor's Cell# _____ Advisor Email _____

CHECK ONLY ONE: (all fees listed in Section V)

- Adult: General Attendee Youth: CADCA Youth Leadership Initiative
 Adult: CADCA Youth Advisor Attendee

Prefix _____ First Name _____ Last Name _____ Suffix _____
Organization _____ Current CADCA Membership ID# _____
Title _____ E-mail: _____

FOR ATTENDEES UNDER 21 YEARS OLD: Date of Birth ____/____/____ Adult Advisor _____
Advisor's Cell# _____ Advisor Email _____

CHECK ONLY ONE: (all fees listed in Section V)

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Title _____ E-mail: _____

FOR ATTENDEES UNDER 21 YEARS OLD: Date of Birth ____/____/____ Adult Advisor _____
Advisor's Cell# _____ Advisor Email _____

CHECK ONLY ONE: (all fees listed in Section V)

- Adult: General Attendee Youth: CADCA Youth Leadership Initiative
 Adult: CADCA Youth Advisor Attendee

V. REGISTRATION RATES FOR GROUPS OF 5 OR MORE

	Early-Bird (Until June 10)	Regular (June 11– June 24)
Adult	\$550	\$600
Youth/Young Adult	\$385	\$435

YOUTH/YOUNG ADULT RATE: To qualify for the youth rate, participants must be under 21 years of age as of July 14, 2019. If participants are 21 years old or older, they must pay the adult rate. All youth registrants must submit the Parent Consent Form by June 24th for registration.

ADULTS MAY NOT ATTEND ANY CADCA YOUTH LEADERSHIP COURSES WITHOUT YOUTH. No children may attend sessions unless they are a paid, registered attendee. All CADCA Youth Leadership adult advisors must be a paid, registered attendee. Contact youth@cadca.org for questions about Youth requirements.

VI. PAYMENT INFORMATION

Adult Registrations: # _____ x rate \$ _____ \$ _____
Youth Registrations: # _____ x rate \$ _____ \$ _____
Guest Registration: \$ _____
Membership: \$ _____
Total Amount Due: \$ _____

Check Enclosed (payable to CADCA) Check # _____
 Credit Card (check one) VISA MasterCard American Express
Card Number _____ Exp. Date: _____ CVV Code: _____
Cardholder's Name _____

I, the undersigned, authorize CADCA to charge my credit card for the "Total Amount" listed on this Registration Form.

Cardholder's Signature _____ Date _____

A completed registration with no form of payment or no purchase order does not guarantee the registration rate. CADCA will not process registration forms that do not include payment information. You are not considered registered for the conference until either payment or a purchase order has been received. Payment must be postmarked by the deadline dates above to get that rate. If your payment will not be postmarked by the current deadline, you must pay the higher rate.

Purchase Orders: Official POs are accepted (**not Purchase Requisitions**) provided the following guidelines are met: POs are a legal document guaranteeing payment but are not considered actual payment. If you submit a PO to CADCA, you are guaranteeing future payment for the full amount of the PO. Upon receipt of the PO and the registration form, CADCA will email an invoice from which you should submit payment. POs must be received by CADCA via email by the registration deadline to lock in the current rate. POs received after the above deadlines will be returned for adjustment to reflect the current rates. All payments sent via mail must be postmarked by the deadline dates above.

Payment Change: Once payment is received, any change to the payment method (such as change in credit card numbers) will be treated as a cancellation and subject to a \$95 administrative fee (per person). Re-registration will be charged at the current rates.

VII. SUBMISSION METHODS

ONLINE! Register online if paying by credit card and to receive an instant confirmation receipt. If paying by check, you can e-mail the form to events@cadca.org and mail check to: **CADCA, 625 Slaters Lane, #300, Alexandria, VA 22314**. For faxed or mailed registration forms, you will receive an e-mail confirmation of the completed registration within 10 business days.

VIII. CANCELLATION & SUBSTITUTION POLICY

All requests for **registration cancellations** must be submitted in writing by **June 24, 2019** via e-mail to events@cadca.org. Cancellation requests received by this date will be processed less a \$95 administrative fee. Refunds will be processed within 45 days after the meeting. There will be **no refunds after June 24th** and no refunds for conference no-shows. **By submitting this registration form, you agree to this policy.**

All requests for **registration substitutions** must be submitted in writing via e-mail to events@cadca.org along with a new and completed registration form. Substitution requests are free of charge.