

CADCA 18TH ANNUAL
Mid-Year Training Institute

July 14–18, 2019

Gaylord Texan Hotel | Dallas, Texas

#CADCAMidYear



ALL FIELDS MANDATORY: PLEASE PRINT LEGIBLY

INDIVIDUAL Registration Form

I. REGISTRANT INFORMATION

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)
 Youth Leadership Initiative Attendee

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. REGISTRATION RATES FOR INDIVIDUALS ONLY

	Early-Bird (Until June 10)	Advance Registration (June 11- June 24)	On-Site (on or after June 25)
Adult Member Not applicable to Friend of CADCA Membership	\$595	\$645	\$695
Adult Non-Member/Friend of CADCA	\$795	\$845	\$895
Youth/Young Adults	\$410	\$460	\$510

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.

ALL YOUTH/YOUNG ADULTS ATTENDING CADCA YOUTH LEADERSHIP COURSES MUST HAVE AT LEAST ONE ADULT ADVISOR PER COALITION TO PARTICIPATE ALONGSIDE THEM FOR THE ENTIRE THE COURSE. 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.

GROUP RATE: A GROUP rate is available for those with 5 or more people meeting specific criteria. Please refer to the GROUP registration form.

V. REGISTRATION SELECTION AND PAYMENT INFORMATION

Individual Registration: \$ _____
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.

VI. 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.

VII. 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.