

# 29<sup>th</sup> Annual National Leadership Forum

& SAMHSA's 15th Prevention Day



## TRANSFORMING COMMUNITIES

THE POWER OF PREVENTION

February 4-7, 2019  
Gaylord National Hotel | National Harbor, MD

### 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 advance registration rates only. All groups must register and pay by Jan. 21. 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) \_\_\_\_\_

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

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

### If you are not attending the WHOLE event, CHECK ONLY ONE:

- ONE DAY: TUESDAY ONLY     ONE DAY: WEDNESDAY ONLY     ONE DAY: THURSDAY ONLY

### ATTENDING PREVENTION DAY? (If no selection is made you WILL BE REGISTERED FOR PREVENTION DAY)

- YES     NO

DIETARY RESTRICTIONS: \_\_\_\_\_

PHYSICAL DISABILITY REQUIREMENTS: \_\_\_\_\_

## II. CADCA MEMBERSHIP

**\*CADCA Membership must be active through February 7, 2019 BEFORE you register to get the Member Rate\***

Please contact [membership@cadca.org](mailto: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

## III. GUEST REGISTRATION

Guest Registration: \$350 per person

Guest Name: \_\_\_\_\_ Email: \_\_\_\_\_

Guest access is intended for a spouse traveling with a paying attendee. Guest access is limited to the welcome reception, continental breakfasts, breaks, Capitol Hill Day 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 as a guest.**

**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 VI)

- Adult General Attendee **INCLUDING** PREVENTION DAY  Youth Leadership Initiative  
 Adult General Attendee **NOT INCLUDING** PREVENTION DAY  
  
 Adult Advisor Attendee **INCLUDING** PREVENTION DAY (For Youth Leadership Initiative)  
 Adult Advisor Attendee **NOT INCLUDING** PREVENTION DAY (For Youth Leadership Initiative)

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 VI)

- Adult General Attendee **INCLUDING** PREVENTION DAY  Youth Leadership Initiative  
 Adult General Attendee **NOT INCLUDING** PREVENTION DAY  
  
 Adult Advisor Attendee **INCLUDING** PREVENTION DAY (For Youth Leadership Initiative)  
 Adult Advisor Attendee **NOT INCLUDING** PREVENTION DAY (For Youth Leadership Initiative)

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 VI)

- Adult General Attendee **INCLUDING** PREVENTION DAY  Youth Leadership Initiative  
 Adult General Attendee **NOT INCLUDING** PREVENTION DAY  
  
 Adult Advisor Attendee **INCLUDING** PREVENTION DAY (For Youth Leadership Initiative)  
 Adult Advisor Attendee **NOT INCLUDING** PREVENTION DAY (For Youth Leadership Initiative)

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 VI)

- Adult General Attendee **INCLUDING** PREVENTION DAY  Youth Leadership Initiative  
 Adult General Attendee **NOT INCLUDING** PREVENTION DAY  
  
 Adult Advisor Attendee **INCLUDING** PREVENTION DAY (For Youth Leadership Initiative)  
 Adult Advisor Attendee **NOT INCLUDING** PREVENTION DAY (For Youth Leadership Initiative)

## V. REGISTRATION RATES FOR GROUPS OF 5 OR MORE

	Early-Bird (Until Dec. 17)	Regular (between Dec. 18- Jan. 21)
Adult	\$545	\$645
Youth/Young Adult	\$425	\$475

**YOUTH/YOUNG ADULT RATE:** To qualify for the youth rate, participants must be under 21 years of age as of February 4, 2019. If participants are 21 years old or older, they must pay the adult rate. All youth registrants must submit the attached Parent Consent Form by Jan 21<sup>st</sup> for registration.

**No youth may attend sessions unless they are a paid, registered attendee. All Youth Leadership adult advisors must be a paid, registered attendee. Contact [youth@cadca.org](mailto:youth@cadca.org) for questions about Youth Leadership 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 \_\_\_\_\_

**ALL PAYMENTS MUST BE RECEIVED BY FEBRUARY 4. PAYMENTS MUST BE MAILED TO CADCA, PAID BY CREDIT CARD, OR DELIVERED ON-SITE.**

**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 receive an instant confirmation receipt. If paying by check, you can e-mail this form to [events@cadca.org](mailto:events@cadca.org) and/or mail this form and check to: CADCA, 625 Slaters Lane, #300, Alexandria, VA 22314. For mailed or emailed registration forms, you will receive an e-mail confirmation of the completed registration within 10 business days.

## VII. CANCELLATION POLICY

**All requests for registration cancellations must be submitted in writing by January 21, 2019 via e-mail to [events@cadca.org](mailto: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 January 21** and no refunds for conference no-shows. **By submitting this registration form, you agree to this policy.**