

# PRE-REGISTRATION FORM

**The Center for Alternative Dispute Resolution's  
2019 Annual Conference  
Martin's Crosswinds  
7400 Greenway Center Drive  
Greenbelt, MD**

**Pre-Conference: June 19, 2019  
Conference: June 20-21, 2019**

**FOR A LIMITED TIME ONLY--this reduced rate is available until March 3rd. After the 3rd, regular conference rates will be effective. (This form will not be accepted after the March 3rd deadline.)**

Name	Title	
Organization		
Street Address		
City/State/Zip		
Telephone Number	Fax Number	E-mail

**We will be printing a networking list of conference attendees, which will include the above information. If you prefer not to share your information with other attendees, please indicate by checking this box .**

PRE-REGISTRATION INFORMATION		
Pre-conference (June 19, 2019) <b>FULL-DAY SESSION</b>	<b>\$155</b>	\$
Pre-conference (June 19, 2019) <b>HALF-DAY (MORNING OR AFTERNOON SESSION)</b>	<b>\$75</b>	\$
Conference (June 20-21, 2019) <b>2-DAYS</b>	<b>\$240</b>	\$
Add processing fee if payment will be made by Purchase/Training Order	<b>\$25</b>	\$
<b>TOTAL</b>		\$

## PAYMENT INFORMATION

Check (payable to Center for ADR/CCDR)  
Credit Card:  Visa  MC  Discover

Name on card: \_\_\_\_\_

Account #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CWV#: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Please direct your questions to Center for ADR at (301) 313-0800, via fax at (301) 313-0038, or visit our website at [www.natlctr4adr.org](http://www.natlctr4adr.org).

**Reception on Friday, June 21, 2019  
(You MUST RSVP when registering for the conference.)**

Will attend  Will not attend

**NOTE: If you do not RSVP for the reception when registering for the conference, you WILL NOT BE INCLUDED ON THE ATTENDANCE LIST AND, THEREFORE, CHARGED A FEE AT THE DOOR IF YOU DECIDE TO ATTEND.**

**Send your conference pre-registration form with payment to:**

**Mail -** The Center for ADR  
PO Box 4744  
Crofton, MD 21114-4744

**Fax -** (301) 313-0038

**Email -** [centerforadr@earthlink.net](mailto:centerforadr@earthlink.net)

**(Please contact the Center to confirm receipt of your registration form if sent by email before March 3rd.)**

**Registration:** There will be a \$25 processing fee for all training/purchase orders. **In order to receive the pre-registration rate, ALL REGISTRATIONS MUST INCLUDE PAYMENT AND BE RECEIVED BY MARCH 3rd.** A letter providing additional information and registration confirmation will follow receipt of written registration and payment.

**Cancellation Policy:** Written notice of cancellation must be received by **June 1, 2019**. There will be a **\$50** administrative fee charged for all canceled/refunded registrations. Registrants who do not attend and who have not canceled by the cancellation date are liable for the entire registration fee. Substitutions for registered participants are accepted at any time without charge.

**Accommodations:** The Holiday Inn Greenbelt is holding a block of rooms for conference attendees at the rate of **\$129.00** per night. For reservations, call the Holiday Inn Greenbelt (Greenbelt, MD) at 1-800-280-4188 or 301-982-7000 by **June 4, 2019**. State that you will be attending the Center for Alternative Dispute Resolution Conference.