

# National Organization for Victim Assistance

Mail/Fax-In Registration Form:

**The 36th NOVA Conference**

August 22-25, 2010 • Hilton Salt Lake City Center • Salt Lake City, Utah

Note: This offline registration form must be mailed or faxed to NOVA.

You may also register online at <http://www.trynova.org> for immediate confirmation.

**Register online and get a \$5.00 discount**

REGISTRANT NAME:		TITLE:		NovaOne ID: (IF KNOWN)	
ORGANIZATION NAME:		PHONE:		FAX:	
ADDRESS:					
CITY:		STATE/PROVINCE:		ZIP / POSTAL CODE:	
COUNTRY:					
EMAIL ADDRESS:			NAME ON NAME BADGE (OPTIONAL):		
NOVA MEMBERSHIP STATUS: (CIRCLE ONE) ***SEE TERMS AND CONDITIONS ON PAGE TWO <b>NOT A MEMBER / INDIVIDUAL MEMBER / AGENCY MEMBER</b>					
REGISTRATION TYPE: (CIRCLE ONE AND USE CHECK MARKS TO SPECIFY DAYS IF DAILY) <b>FULL / DAILY</b> <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed / <input type="checkbox"/> Tuesday Luncheon Only					
PAYMENT FORM: <b>MC / VISA / AMEX / CHECK</b>			MOBILITY, DIETARY, OR COMMUNICATIONS NEEDS:		
FIRST NOVA CONFERENCE <b>YES / NO</b>		TUESDAY LUNCHEON: <b>QTY: (\$40 Each)</b>			

<b>REGISTRATION FEES</b>	AGENCY MEMBER UP TO 5 MEMBERS OR INDIVIDUAL MEMBER	NON-MEMBER OR AGENCY MEMBER AFTER 5 PER AGENCY
	<b>FULL REGISTRATION:</b>	
PAYMENT RECEIVED BY APRIL 30	\$285	\$355
PAYMENT RECEIVED BY JULY 23	\$360	\$430
PAYMENT RECEIVED AFTER JULY 23	\$440	\$510
<b>UTAH RESIDENTS FULL REG.</b>	\$285	\$355
<b>DAILY REGISTRATION:</b>	\$150 PER DAY	
<b>LUNCHEON ONLY OR ADDL:</b>	\$40 PER TICKET	

## ENTER YOUR FEES HERE:

Enter appropriate full registration fee or \$150 x the number of days for daily registration.	\$ _____
Enter \$40 x number of tickets for the Luncheon.	\$ _____

### IF PAYING BY CREDIT CARD: (ENTER BILLING INFORMATION)

NAME ON CARD: _____
CARD NUMBER: _____ EXP DATE: _____
ADDRESS: _____ CITY: _____
STATE: _____ ZIP CODE: _____
COUNTRY: _____ PHONE: (_____) _____
AUTHORIZED SIGNATURE: _____

**TOTAL FEE: \$ \_\_\_\_\_**

Submission of this form to NOVA and/or registering online indicates your understanding and acceptance of the terms and conditions on page 2 of this form and on the NOVA Website.

**Mail this completed form to:**  
**NOVA 2010 Conference Registration • 510 King Street, Suite 424 • Alexandria, VA 22314**  
**Or FAX To: 703-535-5500**

Please do not mail after August 12 or Fax after August 19. Instead bring this completed form with you to the conference.



# National Organization for Victim Assistance

## The 36<sup>th</sup> NOVA Conference

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### TERMS & CONDITIONS:

1. Please type or print all requested information on the registration form and mail or fax to NOVA.
2. An incomplete or illegible form will not be accepted and will be returned.
3. NOVA must receive a complete and legible registration form and full payment by close of business on the appropriate cutoff date to receive the associated early registration rate.
4. A purchase order reserves a space, but is not considered payment. A purchase order must be paid in full by the appropriate cutoff date to receive the associated early registration rate.
5. The member rate is offered to 2010 members only. If you are uncertain of your membership status, please confirm on NOVA's website at [www.trynova.org](http://www.trynova.org) (you will need a NOVA online account and **NovaOne ID**), or contact NOVA at (703) 535-6682.
6. Individual memberships are not transferable, even if paid by an agency.
7. An agency membership entitles up to five people from the same agency, with the same address, to the member rate. Agency members may substitute one person for a registrant through conference check-in.
8. Any registrants over five from an agency must have an individual membership or pay the non-member rate. Non-member registrants receive a complimentary membership for the remainder of 2010.
9. If a registrant does not have a 2010 NOVA membership and registers as a member or if a registrant registers as an agency member and either does not have agency membership or that agency has already registered five registrants, the registrant will be re-billed at the non-member rate.
10. This form applies only to conference registration. For hotel registration, visit the conference area of NOVA's website at [www.trynova.org](http://www.trynova.org). For phone reservations, call the Hilton Salt Lake City Center at 877-776-4936.
11. In the event that, due to any error, NOVA's registration and payment system charges an incorrect amount, NOVA shall have the right to re-bill and refund or charge the difference based on whether registrant overpaid or underpaid and based on registrant's method of payment.
12. A registrant will incur a \$50 fee for returned checks and, at NOVA's discretion, in the case of repeated requested charge attempts, a \$25 fee per attempt for declined credit cards.

#### **Cancellation Policy:**

For all paid registrations, a refund, less a \$50 cancellation charge, is available if a cancellation request is received via mail, fax or email at the NOVA office by the close of business, July 31, 2010. No refunds are available for any reason after July 31, 2010, 5:00PM, EDT.

#### **VOCA Sub-Recipients:**

The Victims of Crime Act (VOCA) provides funding through the states for local victim services (sub-recipients). The U.S. Office for Victims of Crime (OVC), which administers VOCA, gives discretion to state VOCA administrators to let sub-recipients use their VOCA funds to attend NOVA's annual conferences in the U.S. and Canada. Sub-recipients should contact their state VOCA administrator's office for its policy on this issue. Note: OVC regulations permit sub-recipients to use VOCA funds to purchase an agency (not individual) membership.