



# National Organization for Victim Assistance

## Mail/Fax-In Registration Form

### NOVA's 45<sup>th</sup> Annual Training Event

July 22-25, 2019 • Sheraton Grand Hotel, Phoenix, AZ

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

**We encourage you to register online at [www.trynova.org](http://www.trynova.org) for immediate confirmation.**

LAST NAME		FIRST NAME	TITLE
AGENCY/ORGANIZATION NAME:		PHONE:	FAX:
ADDRESS:			
CITY:	STATE/PROVINCE:	ZIP / POSTAL CODE:	COUNTRY:
EMAIL ADDRESS:			
FIRST NOVA ANNUAL TRAINING?		MOBILITY OR COMMUNICATION NEEDS:	

#### FULL REGISTRATION

	Member	Non-Member	TOTAL
Special Early Bird Rate – Payment Received by 4/1	\$375	\$475	
Payment Received by 5pm EST 6/21	\$450	\$550	
Payment Received After 5pm EST 6/21	\$525	\$625	
Group Registration (5 or more attendees) must be paid by bulk payment.	Call	Call	
I am the <u>lead</u> presenter of an approved workshop, qualifying me for a \$150 discount on full registration	(less \$150)		

#### OR DAILY REGISTRATION

Monday	Tuesday	Wednesday	Thursday	\$200 x number of days	
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**ADD A ONE YEAR NOVA MEMBERSHIP** (New or Renewal; Please call 703-535-6682 for information on senior citizen, military, or student membership discounts)

Basic Membership	\$55	
Premier Membership – includes National Advocacy Leadership Center benefits	\$100	

PAYMENT METHOD    MasterCard    VISA    AMEX    CHECK    **TOTAL FEE:**

**IF PAYING BY CREDIT CARD:** *This section MUST be completed with the card holder's information.*

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

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.

**PLEASE CAREFULLY REVIEW THE TERMS AND CONDITIONS FOUND ON PAGE 2 !**

**Mail this completed form to at the following address:**

**NOVA Training Registration • 510 King Street, Suite 424 • Alexandria, VA 22314 • Phone: 703-535-6682 • Fax: 703-535-5500**

*Please do not mail after July 10, 2019*

# National Organization for Victim Assistance

## *NOVA's 45<sup>th</sup> Annual Training Event*

July 22-25, 2019 • Sheraton Grand Hotel, Phoenix, AZ

### TERMS & CONDITIONS:

1. Please type or print all requested information on the registration form and mail or fax to NOVA (contact information is on the registration form).
2. An incomplete or illegible form will not be accepted and will be returned.
3. To attend the training event, your registration fee must be paid in full before the event begins. *If full payment is not received in advance, you will be required to provide your payment (check or credit card) when you check-in at the event.*
4. NOVA must receive full payment by close of business on the appropriate cutoff date to receive the associated early registration rate.
5. Please be sure to use the correct, authorized credit card to register for this event. Once processed, your payment is final and cannot be exchanged using a different credit card.
6. 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 registration rate.
7. The member rate, where specified, is offered to current members only. Individual memberships are non-transferable and non-refundable.
8. If a registrant does not have a current NOVA membership and registers as a member, the registrant will be re-billed at the non-member rate.
9. This form applies only to this event's registration. For information on hotel registration, visit the event page at <https://www.trynova.org/phx19/>.
10. 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.
11. A registrant will incur a \$60 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 \$65 cancellation charge, is available if a cancellation request is received via mail, fax or email at the NOVA office by 5:00PM, EDT June 20, 2019. No refunds are available, for any reason, after June 20, 2019, 5:00PM, EDT.**

#### VOCA Sub-Recipients:

The Victims of Crime Act (VOCA) provides funding through the states for local victim services (sub-recipients). You may be eligible to use VOCA or VAWA funds for NOVA's 45th Annual Training Event. Please check with your state administrator.