

2023 Legislative Summit
August 14-16 —Indianapolis, IN
Indiana Convention Center

International Registration Form

To register online please visit www.ncsl.org/Summit2023 OR you may fill out this registration form and submit to registration@ncsl.org or by fax to 303-648-5656 or mail to NCSL, 7700 East First Place, Denver, CO 80230. **Please note that international registrants are not eligible for on-site payment through cash, but only through wire transfer or credit card. Your registration will not be processed without full payment.**

Step 1: Main Registrant Information

Salutation _____ First Name _____ MI _____ Last Name _____

Badge Name (First or Nickname) _____

Job Title _____

Legislature/Parliament _____

Mailing Address _____

City _____ Zip _____ Country _____

Main Registrant Email Address (Required) _____

Coordinator Email Address (Optional) _____

Emergency Contact Information:

Name: _____

Phone: _____

Guest Information (if applicable):

Guest Name _____ Age (if youth) _____

Guest Name _____ Age (if youth) _____

Step 2: Check fees that apply	Early Bird (by June 1)	After June 1	One Day Only*
International Attendee	<input type="checkbox"/> \$860	<input type="checkbox"/> \$1,100	<input type="checkbox"/> \$600
International Adult Guest (Age 18+)	<input type="checkbox"/> \$150		
International Youth Guest (Under 18)	<input type="checkbox"/> \$0		

***For One Day Only registration, check one day:**

Mon Tues Wed

Step 3: Housing

For more details and to book your hotel reservation visit www.ncsl.org/Summit2023. Room blocks fill up early, so we encourage you to make your reservation as soon as possible.

Your registration order number is required to reserve your hotel at the special NCSL rate. **Once your registration form is processed, and payment is made, you will receive a confirmation email with a unique link to book your housing.** It may take 5-7 business days for your form to be processed.

Please contact John Mahoney (john.mahoney@ncsl.org) if you wish to pay for your hotel by wire transfer.

Step 4: Registration Questions

This is my first NCSL Summit. Yes No

My preferred email address for meeting updates is: _____

Please list any dietary restrictions or special accommodations needed (audio, mobile, visual) _____

Step 5: Payment Method for Main Registrant

Please contact the NCSL Accounting team to make arrangements for credit card payment, ar@ncsl.org, or you may send a check to Accounts Receivable, NCSL Legislative Summit, 7700 East First Place, Denver, CO 80230.

Terms & Conditions

Travel to the U.S. requires a visa for entry from most countries. Please be aware that it can take 6-8 weeks for a visa. We do not offer assistance in securing visas, and rejection of a visa does not affect the cancellation policy.

If you require special assistance, please contact John Mahoney (john.mahoney@ncsl.org)

Cancellation Policy*:

Cancellation policy for NCSL members (state legislators, state legislative staff and NCSL international affiliates only): A \$50 fee will be charged for cancellations. Full conference registration fee, minus the cancellation fee, will be refunded if received in writing by midnight on Friday, July 28, 2023.

Cancellation policy for all others (includes international legislators and international legislative staff who are not NCSL dues-paying affiliates): A \$100 fee will be charged for cancellations. Full conference registration fee, minus the cancellation fee, will be refunded if received in writing by midnight on Friday, July 28, 2023. PLEASE NOTE: Cancellations received after July 28, as well as those who do not show up for the meeting, will be charged full registration.

Guest registration is meant to accommodate spouses and immediate family members. Attendees from the same organization must register independently. No exceptions will be made. Spouse/guest designation will be clearly visible on name badge and those guests are not permitted to attend sessions. Guest registrations fees will be refunded in full if cancellation is received by midnight on Friday, July 28, 2023.

***See website for registration policies**