

ABOUT NAF Next 2017 REGISTRATION

July 9-12 [Gaylord Texan Resort & Convention Center](#)

TAKE THESE STEPS TO COMPLETE REGISTRATION

1. REGISTER FOR THE CONFERENCE
2. MAKE HOTEL RESERVATIONS
3. MAKE TRAVEL ARRANGEMENTS
4. PAY CONFERENCE FEES



REGISTRATION FEES and DEADLINES

- 2017 Registration Fees
 - Early \$625 (payments or POs received by June 7)
 - Full \$725 (payments or POs received between June 8– July 10)
 - One-Day and Two-Day registration choices are also available
 - REGISTRATION CLOSES ON JUNE 28, 2017 or when Full

INCLUDED IN YOUR FULL CONFERENCE REGISTRATION FEE:

- All plenaries, labs, and learning sessions
- Conference materials
- Breakfast Monday and Tuesday
- Lunch on Wednesday
- NAF Next Expo and Reception on Tuesday evening
- Celebration Dinner on Tuesday evening
- Wi-Fi throughout all conference meeting rooms

Conference Planning Team

Organizational Services, Inc.
3380 Travis Pointe Road, Suite H
Ann Arbor, MI 48108

Registration/Payment questions contact:
Renée Felice- Renee@osimeetings.com
Phone (EST) 734-926-0980 or 734-478-5573

PAYMENTS FOR REGISTRATION FEES:

- Payments must be made to ORGANIZATIONAL SERVICES by credit card, check, or purchase order
- **All Unpaid Participants must settle all payments due upon arrival to the conference in Dallas**
- Registration Substitutions can be made at no charge by contacting our Conference Planning Team (number in box top right of this page)
- Cancellations are accepted before June 28 for a refund. A \$75 cancellation fee applies (even if unpaid)
- Refunds will NOT BE issued for cancellations made after June 28

(Continued on next page)

HOW TO REGISTER FOR NAF NEXT 2017

<http://naf.org/event/naf-next-2017>

Click on "REGISTER"

1. Enter: YOUR First and Last Name and YOUR Email Address (where you can receive all confirmations and conference correspondence)
2. Proceed through the pages providing additional information and selecting appropriate choices that are available to you.
3. When you arrive at the PAYMENT PAGE, you will be able to download a payment form to submit to your internal office for payment to Organizational Services. All of the information about registration fee payment is on this PDF sheet. A payment form is also attached to this document.
4. Select your form of payment (Check/PO or Credit Card) and click SUBMIT to complete your registration.
 - a. **Failing to click the SUBMIT button to complete registration will result in an "abandoned registration" and your registration will not reach us.**
5. A confirmation email will be sent to the email address you entered on the first page of registration. Be sure to allow emails from "cvent.com" and/or check your spam filter and junk mail.

HOTEL RESERVATIONS

NAF Next Begins EARLY on Monday, July 10 and ends the afternoon of Wednesday, July 12. Plan to arrive on Sunday, July 9 and depart on Thursday morning, July 13 to take part in all Sessions, Pre and Post Activities.

To make your hotel reservations, go to [THIS LINK](#) or call the Gaylord Texan directly at **817-778-2000** and ask to be added to the "NAF Next 2017 Room Block". Reservations must be made no later than Friday, June 9, 2017, or when sold out. After that, Please call our Conference Planning Team (Number in box top right on this page)

HOTEL VOUCHERS

NAF will pay for 2 individuals from each Academy* to have 4 Half Room Nights Paid. The nights are checking in on Sunday, July 9 and checking out on Thursday, July 13. If your Academy Director gives you a voucher for half the cost of your overnight room, you will receive a coupon by email to print and bring with you when you check into the hotel (emailed the week of June 26). The voucher is good for 4 half room nights reserved at the Gaylord Texan in your name to be transferred to the NAF Master account. You will be responsible for the other half of the room night and tax when you check out of the hotel. If you are rooming with another person who has a voucher, both of your names must be on the reservation, and all room and tax charges for 4 nights will be transferred to the NAF Master account. **NOTE:** You are required to present a credit card at check in for any incidental expenses you may acquire during your stay.

Problems or questions regarding hotel reservations or billing should be directed to Our Conference Planning Team

Extended Stay: NAF's Negotiated Group Rates are good 3 days before and 3 days after the conference dates. Extend your stay on either end. Even if you have a hotel voucher, or NAF is paying for a portion of your overnight cost, you should make only ONE reservation, and pay at check out for the portion of your stay that is your responsibility.

PRE-PAYMENTS FOR HOTEL ROOMS: Please ensure checks arrive to the hotel via UPS/FEDEX BEFORE Wednesday, July 5, 2017. Include name(s) on the reservations and the Marriott reservation confirmation number to:

Gaylord Texan Resort and Convention Center
Attention: Accounting Department
1501 Gaylord Trail
Grapevine, TX 76051

Please provide guest name(s) and arrival dates

PAY TO THE ORDER OF:
Gaylord Texan Resort and Convention Center
Attention – Michael Collins
817-778-1214

- o Full room charges Single/Double are \$185.00 plus 13% tax (\$24.05) = \$209.05
- o Half room charges are \$92.50 plus 13% tax (12.03) = \$104.53
- o Check in is available at 4pm, check out is no later than 11am

REFUNDS / CANCELLATIONS – If you cancel your registration before Friday, June 28, 2017, a \$75 cancellation fee will apply. After Friday, June 28, there are no refunds for registration fees (including last minute medical emergencies). All unpaid fees will be invoiced, along with late fees, site visit fees, and cancellation fees.

Contact Registrar and Conference Planning Team for NAF: conference@naf.org or 734-926-0980 or 734-478-5573

*Academy must be in good standing with NAF. Contact Angela Watson at Awatson@NAF.org with questions.

See Payment Form Below to Submit to your Accounting Department



Organizational Services

...complete meeting management

NAF Next 2017 - Dallas, TX - PAYMENT FORM

Early \$625 (Payment /Purchase Order must be received before June 7) Full \$725 (Payments or Purchase Orders received after June 7)

INDIVIDUAL AND GROUP INVOICES:

If you require an invoice to remit payment via check or purchase order, please complete this form and send to Renée Felice at renee@osimeetings.com. **All participants must be registered to be included on an invoice;** please allow 1-3 business days for processing of group invoices. Corrections to invoice requests may result in additional delays, so please review before submitting to ensure that your request is handled quickly and correctly.

| <u>Participant Name(s)</u> | <u>Amount</u> |
|--|----------------------|
| Please attach a separate list if you need more lines | |
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |
| Total Due: | |

Payment Method (please check only one):

(1) Check/Purchase Order (Checks/POs payable to: Organizational Services, Inc.)

If paying by check or purchase order, please name the person responsible for payment below:

Name of Contact: _____ Phone Number: _____

School Name/District: _____

Email Address: _____

(2) Credit Card (merchant description will appear on your statement as Organizational Services, Inc.)

Name on Card: _____

Card Type: _____ Card Number _____ Exp. _____

Card Holder Signature _____ Card Code (3 or 4 Digits): _____

Address for Credit Card Statement: _____

Checks Payable to: Organizational Services EIN # 38-3213121

Mail to: Organizational Services, 3380 Travis Pointe Road Suite H, Saline, MI 48176

Phone: 734.478-5573 Email: Renee@osimeetings.com