



**33rd National Conference on
Preventing Crime in the Black Community
May 30 – June 1, 2018**



**Instructions for:
Registration, Confirmation, Payments,
Deadlines and Cancellations**

1. HOW TO REGISTER

To register visit our website at: <http://www.preventblackcrime.com/conference/registration>, to complete and submit the registration form before May 18, 2018. After May 18, 2018, you will only be able to register on-site at the conference.

2. CONFIRMATION OF REGISTRATION AND INVOICE

Once you electronically submit your registration, you will receive a Confirmation of Registration and Invoice within five (5) business days. The payment is due on or before May 18, 2018. If a Confirmation of Registration and Invoice has not been received within five (5) business days, please contact conference staff at (850) 414-3350 to confirm status. The registrant should **review** the Confirmation of Registration and Invoice for errors in spelling of their name to prevent misspellings on their certificate issued at the close of the conference.

3. PAYMENTS

Conference registrants can pay by check or money order, **NO CASH OR CREDIT/DEBIT CARDS WILL BE ACCEPTED**. All checks and money orders should be made **payable** to the:

URBAN LEAGUE of BROWARD COUNTY, INC.

All checks and money orders should be **mailed** to the:

**National Conference on Preventing Crime in the Black Community
Office of the Attorney General
PL-01, The Capitol
Tallahassee, Florida 32399-1050**

on or before **May 18, 2018**. All payments postmarked after May 18, 2018, will be assessed a late fee of \$25.00.

4. CANCELLATIONS

To cancel a registration, email PCBCConference.Registration@myfloridalegal.com with your name and a statement as to why you are unable to attend.

5. REFUNDS

To request a refund, please visit our website at <http://www.preventblackcrime.com/conference/registration> and complete a "Conference Refund Request," and email it as an attachment to PCBCConference.Registration@myfloridalegal.com

Cancellation and refund requests must be received in writing no later than May 4, 2018. ***Cancellations and requests for refunds are subject to a \$25.00 administrative fee when requested on or before May 4, 2018. Refunds will not be processed until after June 29, 2018.***