



**27th National Conference on
Preventing Crime in the Black Community
May 16-18, 2012**



**Instructions For:
Registration, Payment, Cancellation and Refund Request**

1. HOW TO REGISTER

To register on-line visit our website at:

<http://www.preventblackcrime.com/conference/registration>

Complete the registration form and submit it online. Registration forms may be printed and submitted via regular mail or fax to:

**Preventing Crime in the Black Community Conference Registration
Office of the Attorney General
Bureau of Criminal Justice Programs
PL-01, The Capitol
Tallahassee, Florida 32399-1050
Phone: (850) 414-3350
Fax: (850) 413-0633**

Payments submitted with registrations, via mail, should be made payable to the **URBAN LEAGUE OF BROWARD COUNTY, INC. (FEID No. 59-1564384)** (see “PAYMENTS” below)

2. CONFIRMATION OF REGISTRATION

Registrations received without payment, will receive a letter confirming registration and an invoice due and payable on or before May 2, 2012. If a confirmation letter has not been received by May 07, 2012, please contact conference staff at (850) 414-3350 to confirm status. Participants should review the confirmation letter for errors in spelling of name, as it will appear on the certificate issued at the close of the conference.

3. PAYMENTS

Conference registration payments should be made by check or money order. All payments must be made payable to the **URBAN LEAGUE OF BROWARD COUNTY, INC. (FEID No. 59-1564384)** Mail your payment payable to the *Urban League of Broward County, Inc.* to the following address:

**Preventing Crime in the Black Community Conference Registration
Office of the Attorney General
Bureau of Criminal Justice Programs
PL-01, The Capitol
Tallahassee, Florida 32399-1050
Phone: (850) 414-3350**

Payments for registration must be received prior to May 2, 2012, to qualify for early registration. All payments received after May 2, 2012, will be assessed a late fee of \$25.00, for a total of \$290.00 adult registration fee and \$175.00 teen registration fee. Please allow 8 days for regular mail delivery when mailing payments for receipt by May 2, 2012, deadline.

NOTE: *Please remember that payments, (checks, money orders), must be payable to the Urban League of Broward County, Inc., but must be mailed to Preventing Crime in the Black Community Conference at the address listed above. Payments, (checks, money orders), registration forms, or any correspondence mailed, faxed or emailed directly to the Urban League of Broward County, Inc. cannot be processed and could affect deadlines for early registration resulting in assessment of late fees for registration.*

4. DEADLINES

All pre-registrations must be paid on or before May 2, 2012, to qualify for early registration. After May 2, 2012, participants must register on-site (May 16-18, 2012).

5. CANCELLATIONS

To cancel a registration, notify Preventing Crime in the Black Community Conference Registration Staff by completing the "Conference Refund Request," located on our website at: <http://www.preventblackcrime.com/conference/registration> and submitting it via email or mail with a brief note requesting cancellation, on or before May 2, 2012, to:

**Preventing Crime in the Black Community Conference Registration
Office of the Attorney General
Bureau of Criminal Justice Programs
PL-01, The Capitol
Tallahassee, Florida 32399-1050
E-Mail Address: Nancy.Simmons@myfloridalegal.com**

NOTE: *Please allow at least 8 days for regular mail delivery when mailing cancellations for receipt by May 2, 2012. Cancellations and requests for refunds are subject to a \$25.00 administrative fee when requested on or before May 2, 2012. Cancellations will not be processed until after June 30, 2012. **Cancellations and refund requests received after May 2, 2012, will not be processed.***