

National Homeland Security Association registration cancellation deadline for National Homeland Security Conference attendees to cancel with a refund is Friday, May 31, 2024, at 5:00 PM ET (a \$50 cancellation fee is applicable).

Please refer to the instructions below for complete details on the NHSA cancellation policy:

- All cancellations must be provided in writing. Written cancellations can be emailed to [registration@nationalhomelandsecurity.org](mailto:registration@nationalhomelandsecurity.org) or mailed to NHSA Headquarters, 201 Park Washington Court, Falls Church, VA 22046. Verbal cancellations will not be accepted. Upon receipt of your cancellation, NHSA will send a confirmation of receipt to the email in your registration record.
- Attendees may make changes to their registration including substitutions until May 31, 2024, 5:00 p.m. ET. Should it become necessary to change the conference program format due to the ongoing pandemic situation, this deadline may be extended. To make a substitution, identify the person attending in your place and provide complete contact information.
- If you must cancel, please do so in writing prior to the deadline of May 31, 2024, at 5:00 PM ET. NHSA will refund your fees, less a cancellation fee of \$50 to cover costs incurred up to that point based on your expected attendance. We regret that we cannot refund any fees after 5:00 PM ET, May 31, 2024, because we must submit complete commitments for facilities, materials, and meals.
- If we do not hear from you by May 31, 2024, we assume that you will participate based on your registration and will incur costs on your behalf. Therefore, if you do not cancel and receive a cancellation confirmation from NHSA headquarters by May 31, 2024, your registration fees are due even if you do not attend.