

**2019 Social Work in the City for Professionals Conference
GROUP REGISTRATION FORM**

Date _____

Organization Name _____

Organization Full Address _____

Main Contact Name _____

E-mail Address _____ Phone (_____) _____

Registration Form Instructions:

- To qualify, all registrants in the group must be employed by the same organization and there must be groups of 10 individuals for each respective tier.
- Please ensure that every field is completed and fill the attached sheet for attendee information.

Payment:

- Check** - *Check Payable to:* NASW-NYC; *Mail Payment to:* NASW-NYC, 305 Seventh Avenue, Suite 13A, New York, NY 10001
- Credit Card** – A link to pay online will be provided in an e-mail with the invoice and unique discount code.

NASW-NYC Group Registration Policy

- Groups in between intervals of ten will be invoiced at the next level rounding up (i.e. 18 members in a group will be invoiced at the 20 registrant level) or an organization is welcomed to register their group at the closest tier level and then register the remainder of their group at the individual ticket level.
- Please ensure that your group registration information is accurate as this will impact the continuing education certificates. NASW-NYC is not responsible for the accuracy of your group registration.
- Payment must be received **seven business days** before the conference (by **close of business, June 5, 2019**). If payment is not received by this date, NASW-NYC will have to release the hold for your group registration and your group will be more than welcomed to register at the individual ticket level.
- **There are no refunds for group registration.** However, in case of an issue or emergency with previously identified attendees, NASW-NYC will allow a **maximum of 3 attendees for a group** to be switched out. The names of any replacements must be immediately sent via e-mail to workshops.naswnyc@socialworkers.org, and must be confirmed and registered by **close of business, June 5, 2019**.

I have read and understand the NASW-NYC Group Registration Policy.

Signature and Date _____

Any questions or concerns, please contact: workshops.naswnyc@socialworkers.org

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Attendee Information

	Name	E-mail
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

*Please fill and attach as many sheets as needed.