



**Registration Form for Iowa Commissioners, Assistant
Commissioners, State Soil Conservation Committee Members and
IDALS-DSCWQ Staff ONLY**

REGISTER BY JUNE 16

2017 NACD Summer Forum & Conservation Tour
Iowa SWCD Commissioner's Annual Conference & Business Meeting
Monday, July 17 – Tuesday, July 18 | Altoona, Iowa

First Name	Last Name	Guest Name	
District/Organization/Agency		Title	
Address	City	State	Zip
Phone	Fax	Email	
ADA Accommodations/Dietary Requirements			

Emergency Contact Info (optional)

REGULAR REGISTRATION FEES	Pre registration (Received by June 16, 2017)	On site walk ins (After June 16, 2017)
<input type="checkbox"/> Full Registration <i>July 17-18: Board Meeting, Forum, and Conservation Tour</i> <input type="checkbox"/> <i>Soil Health Tour</i> <input type="checkbox"/> <i>Water Quality Tour</i>	\$225	\$300
<input type="checkbox"/> Board Meeting & Forum Only <i>July 17</i>	\$165	\$240
SPOUSE REGISTRATION FEES <i>*must be in addition to a regular registration</i>	Pre registration (Received by June 16, 2017)	On site walk ins (After June 16, 2017)
<input type="checkbox"/> Spouse Full Registration <i>July 17-18: Board Meeting, Forum, and Conservation Tour</i> <input type="checkbox"/> <i>Soil Health Tour</i> <input type="checkbox"/> <i>Water Quality Tour</i>	\$150	\$250
<input type="checkbox"/> Stroll of Des Moines Guest Tour <i>July 17 (limited space, free with spouse registration)</i>	\$50	\$100

Mail or fax completed registration forms to:

NACD
509 Capitol Court NE
Washington DC, 20002
Fax: 202-547-6450

REGISTRATION TOTAL _____

DO NOT SEND PAYMENT
unless you are registering a spouse.

See instructions on following page.

INSTRUCTIONS - Please read and follow these instructions carefully!

Because the 71st Iowa Soil and Water Conservation District Commissioner's Annual Conference and Business Meeting are being held in conjunction with the 2017 National Association of Conservation Districts Summer Forum and Tour a few things are a bit different. PLEASE read and follow these instructions carefully! Feel free to contact Conservation Districts of Iowa for assistance, 515.289.8300 or admin@cdiowa.org.

REGISTRATION AND PAYMENT INSTRUCTIONS

Please send a completed registration form **BY JUNE 16** but **DO NOT SEND PAYMENT** unless you are registering a spouse. The Iowa Department of Agriculture and Land Stewardship covers registration costs for Iowa Commissioners, Assistant Commissioners, State Soil Conservation Committee Members and IDALS-DSCWQ Staff.

Mail or fax completed registration forms to: NACD, 509 Capitol Court NE, Washington DC, 20002, Fax: 202-547-6450.

Spouse registration fees should be made payable to National Association of Conservation Districts.

DO NOT SEND or fax registration forms after JUNE 16. To attend after JUNE 16 you will register on-site as a walk-in. There will be a \$75 late fee for on-site walk-in registrations after JUNE 16. The individual Commissioner or District will be responsible for charges incurred for on-site walk-in registrations. Conservation Districts of Iowa and the Iowa Department of Agriculture and Land Stewardship will not cover late fees for on-site walk-in registrations.

REMEMBER to select either the soil health tour or water quality tour if you are completing a full registration.

A confirmation letter will be sent via email to the email address provided on the registration form. If you do not receive your confirmation, please contact Kimberly Uldricks at 202-547-6223 or kimberly-uldricks@nacdn.org. Your confirmation is your receipt for the meeting; please keep it for your records.

HOTEL RESERVATION INSTRUCTIONS

Book your hotel room at Prairie Meadows Hotel right away using the information below for the evening of July 17. Book your hotel room for July 16, if necessary.

While your hotel rooms for the evening of July 17 and July 16, if necessary, will be paid for by the Iowa Department of Agriculture and Land Stewardship, you will need to provide a credit card to hold the room. The individual Commissioner or District will be responsible for the reservation and cost of overnight stays on July 18 after the conclusion of the tour at 4PM.

Hotel reservations can be made by calling 515-957-3000 and booking under the group block name, NACD, or by visiting <https://goo.gl/ZZmUzK> and using the group code, 071417NAT_001. Reservations must be made before 5PM on Tuesday, June 20.

Cancellations must occur by 4PM prior to the day of check-in. The individual Commissioner or District will be responsible for cancelling and costs associated with unused hotel rooms in the event failure to cancel occurs. Conservation Districts of Iowa and the Iowa Department of Agriculture and Land Stewardship will not cover the cost of an unused hotel room should the Commissioner or District fail to cancel.

SPECIAL ASSISTANCE NEEDS

If you have any needs addressed by the Americans with Disabilities Act (ADA) or dietary requirements, please contact Kimberly Uldricks at 202-547-6223 or by email at kimberly-uldricks@nacdn.org by June 16 so we can accommodate your request.