



**Florida Office of The Attorney General
National Conference on Preventing
Crime August 24 - 26, 2022
Orlando, Florida**



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

1. HOW TO REGISTER

To register visit our website at:

<https://cvent.me/08n5Me>, to complete and submit the registration before **August 5, 2022**. **After August 5, 2022**, 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 an Invoice. The payment is due on or before **August 5, 2022**. The registrant should **review** the Confirmation of Registration and Invoice for errors in spelling of their name to prevent misspellings on their certificate.

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
Office of the Attorney General
PL-01, The Capitol
Tallahassee, Florida 32399-1050**

on or before August 5, 2022. All payments postmarked after August 5, 2022, will be assessed a late fee of \$25.

4. CANCELLATIONS

To cancel a registration, email OAGNCPC@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.preventcrimeconference.com/pcbc.nsf/Forms> and complete a "Conference Refund Request," and email it as an attachment to OAGNCPC@myfloridalegal.com. Cancellation and refund requests must be received in writing no later than **August 5, 2022**.

*Cancellations and requests for refunds are subject to a \$25 administrative fee.
Refunds will not be processed until after September 30, 2022.*