



**Florida Office of Attorney General
National Conference on Preventing Crime
May 29 – May 31, 2019**

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

1. HOW TO REGISTER

To register visit our website at:

<http://www.preventcrimeconference.com/conference/registration>, to complete and submit the registration form before May 17, 2019. After May 17, 2019, 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 May 17, 2019. 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 **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 **May 17, 2019**. All payments postmarked after May 17, 2019, will be assessed a late fee of \$25.00.

4. CANCELLATIONS

To cancel a registration, email PCBCCConference.Registration@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/conference/registration> and complete a "Conference

Refund Request," and email it as an attachment to

PCBCCConference.Registration@myfloridalegal.com

Cancellation and refund requests must be received in writing no later than May 3, 2019.

*Cancellations and requests for refunds are subject to a \$25.00 administrative fee. **Refunds will not be processed until after June 28, 2019.***