

# 2017 Legislative Training Seminar Registration Form

Download the form at [www.naps.org](http://www.naps.org)

March 5-8, 2017

Marriott Crystal Gateway Hotel  
1700 Jefferson Davis Highway  
Arlington, VA 22202

Room  
Rate Reduced

**Hotel room block expires on Feb. 18, 2017/NAPS LTS delegate registration closes on Feb. 24, 2017.**

Complete and mail this entire page to NAPS Headquarters, along with your LTS payment or online payment receipt, to the address shown under "Mailing Instructions."

## LTS Registration Fee—\$225

Mail-in or online LTS fee is \$225 if registration form and fee are **RECEIVED** at NAPS Headquarters on or before Feb. 17, 2017. After Feb. 17, the LTS fee is \$300. Make check or money order payable to **NAPS Headquarters**. The LTS fee may be paid online at [www.naps.org](http://www.naps.org). **No LTS registrations and payments will be accepted after Feb. 24.**

**Note:** Online LTS fee payment is not an official LTS registration; it is a payment portal only. If paying the fee online, you **MUST** complete a LTS registration form, too. Mail, email or fax your LTS registration and online payment receipt to NAPS Headquarters by the respective deadlines. If you paid online correctly, you will receive an email receipt from the payment portal provider. If you do not receive this email receipt, your payment was not completed properly; contact NAPS Headquarters for assistance. Online registration closes at midnight on Feb. 24.

All LTS registrations are considered official when both the LTS fee **AND** registration form(s) are received at NAPS Headquarters by Feb. 24. **No LTS registrations and payments will be accepted after Feb. 24.** There are no walk-in/on-site LTS registrations or substitutions.

By March 1, each official LTS registrant will receive an LTS confirmation receipt via mail or e-mail from NAPS Headquarters. If you registered for LTS and do not receive your confirmation by March 1, contact NAPS Headquarters immediately.

## Refund Requests

All refund requests must be submitted in writing and received at NAPS Headquarters on or before March 1. All approved refunds will be paid after LTS and before March 31. If the LTS fee is paid by a branch check, the refund will be sent via ACH direct deposit to the branch's bank account. All other refunds will be by check.

## Mailing Instructions

Please complete and mail this entire page (one for each registrant), along with the registration fee (check/money order/online receipt), to NAPS LTS, 1727 King St., Suite 400, Alexandria, VA 22314-2753. No registration will be considered valid if received without payment.

## Substitutions

If you need to make a substitution of an LTS registrant, call NAPS Headquarters at 703-836-9660. All requests for LTS delegate substitutions must be received no later than March 1. No substitutions will be honored after March 1. On-site LTS substitutions will not be permitted.

Use only ONE FORM per registrant. If you need to make a substitution before March 1, please call NAPS Headquarters at 703-836-9660.

Nickname on badge (*if other than first name below*)

Full Name (*first, last*)

PO Box/Home Street Address (*for confirmation receipt*)

City

State

ZIP+4

**Badge city/state—for congressional visit purposes, please identify if different than the above.**

USPS EIN (if applicable)

Branch #

Personal Contact Phone # (non-postal)

Personal email address (non-postal email only)

**Registrant is:**

- Delegate     Auxiliary     Guest  
 First-time attending LTS? (Check if yes)

## Hotel Room Rates and Reservations

Delegates and guests attending the 2017 LTS are responsible for making their own lodging reservations directly with the Marriott Crystal Gateway Hotel.

To make a reservation, please call the Marriott at 703-920-3230, or toll-free, at 877-212-5752. Reference the group's name, **National Association of Postal Supervisors**. To reserve a room online, go to [www.naps.org](http://www.naps.org), click on "LTS Home" at the right side of the page, and then click on "Hotel Reservations."

The LTS single/double room rate is \$260, plus applicable state and local taxes. Check-in time is 3 p.m.; check-out, noon.

The room block expires on Feb. 18, 2017. Reservations made after that date may be at a higher room rate, if available at all.

To guarantee reservations, the hotel must receive a deposit of one night's room rate and tax by major credit card at the time of reservation. Cancellations must be received at least 24 hours before arrival or the deposit will be applied to your credit card. The hotel confirmation is your responsibility. NAPS Headquarters does not confirm lodging reservations.

### DO NOT WRITE IN THIS SPACE

Amount \$

Payment Type

Check/Money Order #

Date Received