

SUBSTITUTION FORM

2023 HBA Annual Conference

EXISTING REGISTRANT INFORMATION

FULL NAME

REGISTRATION CONFIRMATION NUMBER (IF APPLICABLE)

NEW REGISTRANT INFORMATION

FULL NAME

REGISTRATION CONFIRMATION NUMBER (IF APPLICABLE)

TITLE/POSITION

ORGANIZATION

TELEPHONE

SEND EMAIL CONFIRMATION TO

DATE

HBA SUBSTITUTION POLICY

- Confirmed registrations may substitute their registration by 20 October.
- A completed substitution form must be received in writing via email to **HBA@HBAnet.org** no later than **20 October**.
- After 20 October, all registration substitutions must be made on-site at the HBA registration desk. A completed substitution form must be attached for all substitution requests (additional fees may apply).
- Substitution to a non-member will require paid membership to HBA in addition to the substitution fees.
- If a portion of your registration fee is covering HBA membership dues (\$249/€230) this is nontransferable per the **HBA refund policy**.