

PARTICIPANT CONFIRMATION FORM

Judicial Leadership in Climate Science

March 14-17, 2022

Reno, NV

*****PLEASE COMPLETE ALL PAGES*****

NAME _____ **Title** _____

Email:

Mobile Number:

NOTE: We ask for your mobile number in the event we need to get ahold of you the day you teach.

☐ **I WILL BE USING NJC'S TRAVEL AGENT TO BOOK MY TRAVEL**

Please contact Becky Rose at [REDACTED]

☐ **I WILL NOT BE USING NJC'S TRAVEL AGENT TO BOOK MY TRAVEL**

☐ I will make my own arrangements and send you my itinerary ☐ I will be driving

AUTHORIZED PERIOD OF STAY: Sunday, _____ through Friday, _____

☐ **I REQUIRE LODGING**

☐ **Whitney Peak**

☐ **I DO NOT REQUIRE LODGING**

Not sure which to choose? Please go to our website at www.judges.org/hotels to view the amenities of the hotels listed below. The NJC will cover your lodging expense (nightly rate plus taxes and fees) for your authorized period of stay at the Whitney Peak. Unless you request otherwise, we reserve NON-SMOKING KING rooms. If you have specific questions, please contact the Erin O'Brien at [REDACTED]

The NJC will NOT make any lodging arrangements on your behalf until this form has been returned and we have your travel itinerary from either you or our travel agent. Hotel nights requested before or after the authorized period of stay are self-pay and availability cannot be guaranteed. Once we receive your hotel confirmation number, this information will be sent to you.

☐ Smoking (if available)

☐ Non-Smoking

YOUR CHECK-IN DATE: _____ **CHECK-OUT DATE:** _____

SPECIAL NEEDS/REQUESTS: _____

Please mark your acknowledgement of Travel and Lodging Policy.

☐ **TRAVEL:** I understand and agree that should it become necessary to cancel my attendance at this program after the airline ticket has been purchased for me by The National Judicial College, I shall reimburse the College the entire cost of the ticket within 7 days of the cancellation. *Once an airline ticket is purchased, the NJC will not be responsible for any incurred costs as a result of a flight change.*

NOTE: this form must be returned to the Course Administrator *prior* to making any travel arrangements.

☐ **LODGING:** I understand and agree that if I need to cancel or change my hotel reservation, I will do so a minimum of 3 business days prior to my arrival date. If I fail to do so and the NJC incurs any fees (e.g., a no-show fee, early departure fee, etc.), I agree to reimburse the NJC for these costs within 15 days of date of invoice.

NOTE: the NJC will NOT confirm any lodging arrangements on your behalf until this form has been returned. Once we receive your hotel confirmation number, usually two weeks prior to your stay, this information will be sent to you.

Please list any physical condition affecting classroom seating: _____

Signature

Date

This completed form must be returned to Erin O'Brien, course administrator, at _____ or fax to _____ as soon as possible. Thank you.