

# 2019 Legislative Training Seminar Registration Information

Hotel room block expires on Feb. 14, 2019 • LTS registration closes on Feb. 22, 2019

Register for LTS online only at [www.naps.org](http://www.naps.org)

## LTS Registration Fee—\$225

The 2019 LTS online registration fee is \$225 if registration is submitted on or before Feb. 15. After Feb. 15, the fee is \$300. **No LTS registrations or payments will be accepted after Feb. 22.**

## No on-site registrations will be accepted.

Each official LTS registrant will receive an LTS confirmation receipt 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 April 1.

## 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 allowed.



Marriott Crystal Gateway  
1700 Jefferson Davis Hwy  
Arlington, VA 22208

## Hotel Rates and Reservations

Delegates and guests attending the 2019 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).

The LTS single/double room rate is \$270, plus applicable state and local taxes. Check-in time is 3 p.m.; check-out, noon.

The room block expires on Feb. 14, 2019. 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 the 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.