

SUBSTITUTION REQUESTS

Meeting/Conference Name		Today's Date	
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Your registration for the meeting/conference and any additional events is transferrable to another individual from the same organization and location only.

CONTACT DETAILS

Current Attendee Name	
Organization Name	
Substitution/Replacement Name	
Substitution/Replacement Email	
Substitution/Replacement Phone	
Person requesting Substitution	

Internal Use Only	
Processed By	

PLEASE NOTE

If you are requesting a substitution past the online registration date, this form must be brought to onsite registration. Otherwise, please return this form to INTA's Member Operations Department (memberoperations@inta.org), or fax it to +1-212-768-7796 (Attn: Member Operations). Please allow 3-5 business days for processing.