March 18, 2020

Dear NCST Participants and Interested Parties,

Following the latest CDC guidance for mitigation of the novel coronavirus and COVID-19, the Steering Committee for the 17th National Congress on School Transportation decided yesterday to postpone the event. The NCST, scheduled for May 17-20, 2020, has been postponed for one year. The 2021 NCST is tentatively being rescheduled for May 16-19, 2021. We will contact you again as plans and procedures are finalized.

We are united with the nation in having to make difficult decisions in the overriding interest of public health and safety. The many details involved in postponing an event of this magnitude are still being worked out, but most of the major questions regarding NCST registration, hotel reservations, and travel are answered as follows:

1. **NCST Registration**- We are canceling all conference registrations received to date. There is no need for individuals to cancel their own registrations.

2. **Refunds**- Those who have already paid for their registrations will receive full refunds. For those who received invoices that have not yet been paid, all invoices are being voided by the NCST. If you committed to pay via a purchase order (PO), but have not paid, please notify your school district or employer that they should void the PO. If you have special instructions for where and how to issue refunds or other questions, please contact Jennifer Bruce at AdminServices@nasdpts.org or (518) 220-9905.

3. **Hotel Reservations**- We are working with the hotel to see if they can cancel the entire room block all at once, which means you would not have to contact the hotel directly. Once we have confirmation, we will reach out again. *Those who have reservations at other hotels must cancel their own hotel reservations.*

4. **Travel Reservations**- Each individual is responsible for canceling their travel reservations for airlines and rental cars. Most airlines have waived cancellation fees and are issuing credits good for up to a year.

5. **Questions and Information**- Other questions should be directed to Jennifer Bruce (AdminServices@nasdpts.org or 518-220-9905) or Patrick McManamon (Patrick.McManamon@vermont.gov or 802-828-3757).

Please let us know if there is any way we can help you. Most importantly, please stay safe and healthy as we work through the unprecedented challenges we are all facing as citizens of the nation and the world.

Highest Regards,

Patrick McManamon

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*Sponsoring Organizations:*

National Association of State Directors of Pupil Transportation Services
National Association for Pupil Transportation
National School Transportation Association
National Safety Council