Registration Information

CONVENTION DEADLINES

**July 19**  
Early Bird Registration Deadline

**September 6**  
Housing Deadline

**September 9**  
Pre-Registration Deadline. After September 9, on-site registrations only.

**October 6**  
On-Site Registration Opens

REGISTRATION PACKAGE BENEFITS

**Premium Full Meeting Package Benefits**
- Entrance to all professional development seminars
- Admission to the Opening General Session
- Opening AHCA/NCAL Welcome Reception
- Admission to the Closing General Session & AHCA/NCAL Awards Ceremony
- Not for Profit Day
- Two days in the Expo Hall with lunch
- Hospitality HOPS
- Continuing Education Units (CEUs)
- Session Proceedings Package: CD-ROM allowing post-convention access to session handout files (if provided by speaker) synched to the session audio files. Opportunity to earn post-convention CEUs via webinar format. Ability to access session handout files via mobile devices, access to eventScribe.

**One-Day Registration Package Benefits**
- Entrance to one day of professional development seminars
- Access to the Expo Hall with lunch (on Monday or Tuesday only)
- CEUs for sessions attended on specific day
- Closing General Session & AHCA/NCAL Awards (on Wednesday only)  
(Special Note: Full meeting package must be purchased if attending two or more days.)

**Exhibit Hall ONLY - One-Day Pass Benefits**
- Access to the Expo Hall with lunch (on Monday or Tuesday only)

**Guest Package Benefits**
- Two days in the Expo Hall with lunch
- Opening AHCA/NCAL Welcome Reception
- Opening General Session and Closing General Session & AHCA/NCAL Awards Ceremony  
(Special Reminder: Guest packages are for family members or guests who are not affiliated with or working within the long term care profession and who are attending with a full meeting registrant. Guests DO NOT RECEIVE Continuing Education units.)

NCAL Day, ID/DD Day, Tours, Gala Tickets  
These events are to be purchased separately and are not included in any registration package.
- **NCAL Day** (Sunday, October 6)
- **Intellectual and Developmental Disabilities Residential Services Facilities ID/DD Day** (Sunday, October 6)
- **Tours** (Monday, October 7 and Tuesday, October 8)
- **Gala Dinner & Show** (Wednesday, October 9)

**Registration Payment**
Payment for the AHCA/NCAL Annual Convention & Expo can be made by U.S. Check, American Express, Visa, or MasterCard and must be submitted with your registration form. AHCA/NCAL will not process your registration without full payment.

If paying by check, please make payable in U.S. dollars to AHCA. To avoid duplicate charges to your credit card, DO NOT mail a copy of your registration form once it has been faxed or posted online.

**Confirmation**
Registration confirmations will be e-mailed to you within 10 days of receipt. Immediate acknowledgment will be received by registering online at www.AHCAconvention.org or www.NCALconvention.org. If you do not receive an acknowledgment within 10 days, please contact AHCA/NCAL Registration via e-mail at AHCAreg@cmrus.com or call (866) 227-1876 (U.S. & Canada) or (415) 268-2098 (Local & International).

For registration questions, contact AHCA/NCAL Registration by e-mail at AHCAreg@cmrus.com or call (866) 227-1876 (U.S. & Canada) or (415) 268-2098, Monday through Friday 6:00 a.m. – 6:00 p.m. PST.

**Cancellations/Refunds for Registration**
Until September 9, 2013: Full refund minus a $55 processing fee
On or after September 10, 2013: No refund
- No-shows will not receive a refund.
- All substitution and cancellation requests must be submitted in writing via fax to (415) 293-4743 (Attn: AHCA/NCAL Registration), or e-mail to AHCAreg@cmrus.com.
- Refunds will be processed within 6-8 weeks of request.
- Tours and Separate Events are subject to cancellation if enrollment is insufficient. In the event of cancellation, registration for the cancelled tour/event will be fully refunded.

**AHCA/NCAL is not responsible for airfare, hotel, or other costs incurred by participants in the event of program or registration cancellation.**

**Appropriate Dress**
Business-casual attire is suitable for all meetings, sessions and events. The Wednesday night Gala is black-tie optional. Please remember to bring a sweater or jacket for air-conditioned rooms.

**Children**  
Children under the age of 18 are allowed if accompanied with a registered adult.

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Attendee Registration Form

REGISTRANT INFORMATION

Please print clearly—your badge will reflect the information printed on the registration form. Use one form for each registrant. Registrations without payment cannot be processed.

Mr. ❑ Ms. ❑ First Name ___________________________ Last Name ___________________________ Title ___________________________

Nickname (as you would like it to appear on your badge) ___________________________  Company Name ___________________________

Company Address ___________________________ State/Province ___________________________ Zip/Postal Code ___________________________

City ___________________________ Country ___________________________

Telephone ___________________________ Fax ___________________________

*Attendee e-mail ___________________________ Contact e-mail (if different from attendee) ___________________________

(*a unique e-mail address required for confirmation notification)

Please Note: AHCA/NCAL does not release or sell faxes or e-mail addresses to outside entities but will occasionally send e-mails about AHCA/NCAL products, services, and upcoming events of interest to long term care professionals.

Continuing Education Units (CEUs)

If you are submitting Continuing Education Units, please fill in the license information below:

License Number ___________________________ State ________ License Type ________ Title ________________

State Affiliate Staff ___________________________ First Registrant ___________________________

Additional registrant from the same member facility—First registrant must already be submitted.

Member/Non-Member ___________________________ (Already included in the Full Meeting Package)

Specify day attending ___________________________  Type of Facility ___________________________

Member ___________________________ Non-Member ___________________________

State Affiliate Staff ___________________________ First Registrant ___________________________

Additional registrant from the same member facility—First registrant must already be submitted.

Monday, Oct. 7

Gala Dinner & Show Featuring Foreigner Qty. _______ $25

Tuesday, Oct. 8

Phoenix Sports behind-the-scenes Tour: Chase Field and University of Phoenix Stadium Qty. _______ $75

4. Closing Awards Ceremony Gala Dinner & Show

Wednesday, Oct. 9

Closing General Session & Awards Ceremony (Guest(s) Only) Qty. _______ $25

Gala Dinner & Show Featuring Foreigner Qty. _______ Early Bird/Advance $100

$125

On-Site $125

SUB-TOTAL #1

SUB-TOTAL #2

SUB-TOTAL #3

SUB-TOTAL #4

= TOTAL DUE

5. PAYMENT INFORMATION

(Payment must accompany registration form.)

❑ Check Enclosed (Payable in U.S. dollars to AHCA)

Name of Cardholder ___________________________

Credit Card Billing Address (If different from organization address) ___________________________

Expiration Date ___________________________ Amount of Charge ___________________________

Type of Card:  Visa ❑ MasterCard ❑ American Express

Credit Card Number ___________________________

Signature of Cardholder ___________________________

Return Registration Form (Payment must accompany registration)

BY FAX (415) 979-2276

BY MAIL AHCA/NCAL Registration c/o Convention Management Resources 33 New Montgomery, Suite 1100 San Francisco, CA 94105

PLEASE NOTE: Once you have registered for the AHCA/NCAL Annual Convention and Exposition, please secure your hotel reservations. Your registrations for the convention DOES NOT automatically guarantee your hotel accommodations.

NOTE: If you register online, you can link directly to the housing site and make a guaranteed hotel reservation at the same time.

Registration for groups of 10 or more: To expedite your group registration, email ahcancare@cmrus.com