

## IAHCSMM 2018 Annual Conference & Expo: Phoenix Convention Center

Please use this form to Register for the 2018 IAHCSMM Annual Conference & Expo.  
 Registrations are now being accepted online, or by faxing or mailing this form to IAHCSMM.  
 We look forward to your attendance in Phoenix, Arizona, April 29 - May 2, 2018.

→ ATTENDEE INFORMATION			→ BADGE INFORMATION	
First Name	Last Name	IAHCSMM ID#(if applicable)	Job Title	
Organization Name			Other Designations (if applicable)	
Organization Address			Work Phone	
Organization City	State/Province and Zip Code	Country (if outside the USA)	WorkEmail (used for confirmations)	

### → REGISTRATION INFORMATION

Each full registration includes all educational sessions and sponsored social events, Sunday - Wednesday. Full Conference attendees also have access to the Hands-on Labs/ Workshops on **Saturday, April 28, 2018**. *Please note: Seating for the labs and workshops on Saturday is limited to 25 per topic rotation.* Each single day registration includes all educational sessions and sponsored social events for the registered day.

<b>Registrations received on or before January 8, 2018</b>	<b>\$375 member</b>	<b>\$475 non-member</b>	<small>(Early Bird Registration rates include events for Sat, Sun, Mon, Tues and Wed).</small>		
<b>Registrations received between January 8, 2018 and April 11, 2018</b>	<b>\$450 member</b>	<b>\$550 non-member</b>	<small>(Standard Registration rates include events for Sat, Sun, Mon, Tues and Wed).</small>		
<b>Registrations received after April 11, 2018</b>	<b>\$575 member</b>	<b>\$675 non-member</b>			
<b>Single Day Registration (rates are per day)</b>	<b>\$200 member</b>	<b>\$250 non-member</b>	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES
<b>Single Wednesday Registration</b>	<b>\$100 member</b>	<b>\$150 non-member</b>	<input type="checkbox"/> WED		

### → EDUCATORS FORUM AND NETWORKING LUNCH REGISTRATION FEES (Saturday, April 28, 2018)

This event (only open to full conference attendees) is worth up to 3 CE credits; pre-registration guarantees you a seat for both the lunch and up to 3 Educator-focused topics. Current IAHCSMM Approved Instructors wishing to maintain this title are required to attend the IAHCSMM Annual Conference and the Educators Forum once every two years, and must attend the full Conference and Forum.

**Please submit registration on or before April 11, 2018**       **\$50 member / non-member**

### → PAYMENT POLICY

<b>PAYMENT</b> - Payment in full is required in order to process registrations. We welcome payments in the form of check, money order, American Express, Visa, Discover and MasterCard.	<b>SUBSTITUTION POLICY</b> - Substitution of registrations is permitted prior to the conference, and transfers of registration must be received in writing no later than April 11, 2018. The individual submitting the substitution request is responsible for any balance due associated with the substitution as well as updating any contact information for the Directory of Attendees.	<b>CANCELLATION/REFUND POLICY</b> - All registration cancellations and refund requests must be made in writing and received no later than April 11, 2018. A refund of the conference fee, minus a \$50 cancellation fee, will be given for cancellations received by that date. No refunds will be granted for requests received after April 11, 2018. Submit all cancellations to siri@iahcsmm.org. IAHCSMM regrets that refunds will not be given for no-shows.
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### → PAYMENT DETAILS

**CHECKS:** make payable to IAHCSMM, and mail with this form to 55 West Wacker Drive, Suite 501, Chicago, IL 60601  
**CREDIT CARDS:**

Credit Card Number	Expiration Date	CVV	Billing Zip Code
Credit Holder Printed Name	Card Holder Signature	Email (for receipt)	

## **IAHCSMM 2017 Annual Conference & Expo: Policies and Procedures**

### **CONFIRMATION**

If registering online, you will receive an automated email receipt of purchase. For all registrations received, a confirmation will be **emailed to the address supplied on the registration form**. Please allow 2-3 business days for your e-mail confirmation. If you have not received a confirmation email within 10 business days after registering, please contact Siri Sorensen, [siri@iahcsmm.org](mailto:siri@iahcsmm.org).  
*(Please note that information will not be mailed to you.)*

### **BADGES**

All badges for registrants will include First and Last Name, Place of Employment, City, State and Country. In addition, any currently held IAHCSMM certifications, additional certifications, and designated degrees will be listed, as provided by the attendee. Each badge will include a barcode with your employment contact information, and this information can be given to exhibitors of your choice by scanning the barcode during the expo. Badges must be worn at all times for admittance to any educational session, social event or the expo. **All badges are picked up on-site.**

### **DIRECTORY OF ATTENDEES**

IAHCSMM must receive your registration no later than April 11, 2018 to be listed in the official Attendee Directory, which will be **available online during the conference**.

### **PAYMENT**

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### **REGISTRATION FEE INCLUSIONS**

Each full registration fee includes access to all learning activities Sunday, April 29, 2018 through Wednesday, May 2, 2018, admission to the IAHCSMM 2018 Expo, lunches and evening social events. (Pre-Conference activities taking place Saturday, April 28, 2018, are limited to a first-come-first-served basis, and may require an additional fee.) Single day registrations include access to all learning activities and social events for the date of attendance.

### **CONFERENCE UPDATE NOTIFICATIONS**

Please be aware that by registering, you accept to receive periodic emails and mailings from exhibiting vendors and sponsors, directly related to exhibits and social events for the 2018 IAHCSMM Annual Conference and Expo.

### **CONSENT OF USE**

Registration and attendance at, or participation in, IAHCSMM conferences and other activities constitutes an agreement by the registrant to IAHCSMM's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, video and audio tapes of such events and activities.