

Registration Form

STEP ONE: Contact Information — Please make sure this information is complete as it will be used for the attendee roster and your name badge. Please type or print clearly.

| | | |
|------------------|---|------------------------------|
| First Name | M.I. | Last Name |
| Position Title | | Name Preferred on Name Badge |
| Institution | | |
| Address | | |
| City, State, Zip | | Country |
| Phone | Cell Phone (to be used in case of emergency only) | Email |

STEP TWO: General Information



SPECIAL NEEDS

I will need assistance: _____

I have the following dietary requirements:

- Vegetarian Vegan Gluten-Free Diabetic
 Kosher Other _____

EMERGENCY CONTACT (required): In case of an emergency at the conference, please contact (Name/Telephone Number/Relationship):

FIRST-TIMER: Is this your first NAGAP Annual Conference?
 Yes No

How did you hear about the NAGAP Annual Conference?

How many NAGAP conferences have you attended previously?

STEP THREE: Membership

Current Members: Save time – renew your membership dues for 2015-2016 today!

If you are a current NAGAP member, your dues will expire on June 30, 2015. The NAGAP membership period runs from July 1 – June 30, but you can renew for the next year at this time.

- Individual Category (\$225)
 Institutional Category (\$225)
 Affiliate (\$450)
 Retired (\$50)

New Members: Join NAGAP at this time and take advantage of member conference registration rates below. Your membership will take effect on July 1, 2015.

- Individual Category (\$225)
 Institutional Category (\$225)
 Affiliate (\$450)

STEP FOUR: Conference Registration Fees

Pre-Conference Institute (PCI):

- Current/New Member \$195
 Non-Member \$245

Early-Bird Conference Deadline: (Register by February 16, 2015)

- Current/New Member \$485
 Non-Member \$660

Conference Registration: (February 17 – March 16, 2015)

- Current/New Member \$560
 Non-Member \$735

On-Site Registration: (On/after March 17, 2015)

- Current/New Member \$660
 Non-Member \$835

Single-Day Registrations:

Prices include continental breakfast, lunch/brunch and refreshment breaks.

Single-day registration fee does **NOT** include the Off-site Event. This can be purchased under Guest(s)/Single-Day Attendee Fees.

Thursday, April 9, 2015

- Current/New Member \$275
 Non-Member \$365

Friday, April 10, 2015

- Current/New Member \$275
 Non-Member \$365

Saturday, April 11, 2015

- Current/New Member \$150
 Non-Member \$185

STEP FIVE: Guest(s)/Single-Day Attendee Fees

Note: These items are already included for full registrations. Breakfast, breaks and lunch/brunch are included for single-day attendees, but the off-site event is additional. Please indicate the number of tickets needed.

- Conference Meal Plan for Guest \$250 each
(Includes continental breakfast, lunch and breaks on Thursday and Friday and brunch on Saturday. Separate tickets must be purchased for the Wednesday Welcome Reception and Thursday night Off-site Event for guests.)
of tickets _____
- Guest Welcome Reception Tickets, Wednesday, April 8, 6:00 p.m. – 8:30 p.m. \$45
of tickets _____
- Guest/Single-Day Off-site Event Tickets, Thursday, April 9, 6:30 p.m. – 9:30 p.m. \$115
of tickets _____

GUEST NAME(S) FOR NAME BADGE(S):

Registration Form, continued

STEP SIX: Session Topics

Please review the Annual Conference schedule on pages 7-11 and indicate the breakout sessions that you think you would be interested in attending below. You will not be mandated to attend the sessions chosen below; the information will be used for internal planning purposes only and is subject to change.

Thursday, April 9 10:30 a.m. – 11:30 a.m.

- 1A
- 1B
- 1C
- 1D
- 1E
- 1F
- 1G
- 1H

1:00 p.m. – 2:00 p.m.

- 2A
- 2B
- 2C
- 2D
- 2E
- 2F
- 2G
- 2H

2:15 p.m. – 3:15 p.m.

- 3A
- 3B
- 3C
- 3D
- 3E
- 3F
- 3G
- 3H

4:00 p.m. – 5:00 p.m.

- 4A
- 4B
- 4C
- 4D
- 4E
- 4F
- 4G
- 4H

Friday, April 10 10:15 a.m. – 11:15 a.m.

- 5A
- 5B
- 5C
- 5D
- 5E
- 5F
- 5G
- 5H

1:15 p.m. – 2:15 p.m.

- 6A
- 6B
- 6C
- 6D
- 6E
- 6F
- 6G
- 6H

3:00 p.m. – 4:00 p.m.

- 7A
- 7B
- 7C
- 7D
- 7E
- 7F
- 7G
- 7H

4:15 p.m. – 5:15 p.m.

- 8A
- 8B
- 8C
- 8D
- 8E
- 8F
- 8G
- 8H

Saturday, April 11 8:30 a.m. – 9:30 a.m.

- 9A
- 9B
- 9C
- 9D
- 9E
- 9F

9:45 a.m. – 10:45 a.m.

- 10A
- 10B
- 10C
- 10D
- 10E
- 10F

GRAND TOTAL DUE \$ _____

(Payment is due with the registration form)

STEP SEVEN: RSVP

Are you planning to attend the off-site event on Thursday, April 9?

- Yes No

Are you planning to attend the closing brunch and keynote presentation on Saturday, April 11?

- Yes No

STEP EIGHT: Method of Payment

All funds MUST be submitted from a U.S. bank in U.S. funds. NAGAP does not accept purchase orders or invoice for services. Fees must be paid by check, money order or credit card. **NAGAP Tax ID #11-8362047**

Check made payable to NAGAP – check # _____

Charge payment to the following credit card:

- American Express VISA MasterCard Discover

Credit Card Number

Expiration Date

Name as it appears on Card

Signature

Date

Contact Number for Cardholder

STEP NINE: Send in Your Registration

Registration Deadline: March 16, 2015 (Early Bird Registration due by February 16)

There are three ways to register:



ONLINE

Visit our website at www.nagap.org and click on the "NAGAP Annual Conference" link.



VIA FAX

Fax completed registration form with credit card payment information to: 913-895-4652.



BY MAIL

Mail completed registration form and appropriate fees to:
NAGAP Executive Office
P.O. Box 14605
Lenexa, KS 66285-4605

Overnight courier service only

18000 W. 105th St.
Olathe, KS 66061

After March 16, all registrations will be processed on-site. Please bring your registration form and payment directly to the Annual Conference. Registrations will not be taken over the phone. All payments must be received before the beginning of the Annual Conference. Registrations will not be processed until payment is received. NAGAP does not accept purchase orders and does not bill/invoice for services.

The conference registration fee includes all education sessions, Welcome Reception and Off-site Event, daily refreshment breaks, two continental breakfasts, two lunches and Saturday brunch. The conference registration fee does not include hotel room charges or transportation costs. Single-day tickets include education sessions, continental breakfasts, lunches and refreshment breaks only. Additional tickets must be purchased for the Off-Site Event for single-day attendees.

Conference Cancellation Policy

Only written requests for refunds will be accepted. Please send your requests to the NAGAP Executive Office at info@nagap.org. NAGAP has no desire to retain fees paid by members unable to attend; however, hotel guarantees and other related expenses make the following refund schedule necessary. All refunds will be processed after the Annual Conference.

Conference Cancellation Schedule:

- Cancellations will be accepted until March 16, 2015. Refunds will be issued in the same manner as the payment was received, minus a \$50 processing fee.
- No refunds will be issued after March 16, 2015. No exceptions.

Substitution of registrants is allowed. Requests for substitutions must be submitted in writing.