



29TH ANNUAL CONFERENCE

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

Please exclude my information from any mail list sales.

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

How did you hear about the NAGAP Annual Conference?

- Email Website Print media
 Colleague/friend Previous attendee
 Other: _____

How many NAGAP conferences have you attended previously?

- 1 4-6
 2 7-9
 3 10+

STEP THREE: Membership

Current Members: Save time – renew your membership for 2016-2017 today!

If you are a current NAGAP member, your dues will expire on June 30, 2016. The NAGAP membership period runs from July 1 – June 30, but you can renew for the next year at this time.

- Individual (\$225)
 Institutional (\$225)
 Affiliate (\$450)
 Retired (\$50)
 Student (\$50)
 Associate (\$200)

New Members: Join NAGAP at this time and take advantage of member conference registration rates below. Your membership will take effect on July 1, 2016.

- Individual (\$225)
 Institutional (\$225)
 Affiliate (\$450)
 Student (\$50)
 Associate (\$200)

STEP FOUR: Conference Registration Fees

Pre-Conference Institute (PCI):

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

Early-Bird Conference Deadline:

- (Register by February 22, 2016)
 Current/New Member \$495
 Non-Member \$670

Conference Registration:

- (February 23 - March 23, 2016)
 Current/New Member \$570
 Non-Member \$745

On-Site Registration:

- (on/after March 24, 2016)
 Current/New Member \$670
 Non-Member \$845



Single-Day Registration:

Prices include continental breakfast, lunch/brunch, refreshment breaks and events for that day.

Thursday, April 14, 2016

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

Friday, April 15, 2016

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

Saturday, April 16, 2016

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

STEP FIVE: Fun Run/Walk Registration

Yes, I will ___ Run/ ___ Walk in the NAGAP Fun Run/ Walk! I read and agree to the waiver on Page 11 of this brochure.

Fun Run T-shirt: \$10 _____ Number of Shirts
 S M L XL XXL

STEP SIX: Guest(s) Attendee Fees

Note: These items are already included for full registrations. Breakfast, breaks and lunch/brunch are included for single-day attendees. 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 13, 6:00 p.m. – 8:00 p.m. \$45 each
 # of tickets _____
- Guest Off-Site Event Tickets, Thursday, April 14, 6:30 p.m. – 9:30 p.m. \$115 each
 # of tickets _____

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

NAGAP 2016 ANNUAL CONFERENCE REGISTRATION FORM, CONTINUED

STEP SEVEN: Session Topics

Please review the Annual Conference schedule on Pages 7-10 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 14

11:15 a.m. - 12:15 p.m.

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

1:30 p.m. - 2:30 p.m.

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

2:45 p.m. - 3:45 p.m.

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

4:30 p.m. - 5:30 p.m.

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

FRIDAY, APRIL 15

8:30 a.m. - 9:30 a.m.

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

10:15 a.m. - 11:15 a.m.

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

1:00 p.m. - 2:00 p.m.

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

2:45 p.m. - 3:45 p.m.

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

SATURDAY, APRIL 16

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 EIGHT: RSVP

Are you planning to attend the Off-Site Event on Thursday, April 14?

Yes

Are you planning to attend the closing brunch and keynote presentation on Saturday, April 16?

Yes

STEP NINE: 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 TEN: Send in Your Registration

Registration Deadline: March 23, 2016

(Early Bird Registration due by February 22)

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 23, 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, refreshment breaks only and events for that day.

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 23, 2016. 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 23, 2016. No exceptions.

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