



CONFERENCE REGISTRATION

(Please use separate forms for each attendee.)

Name _____ Badge Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

This is my first AHCAP Conference Yes No I am a new member (*joined since July 2018*) Yes No

Please check here if you require special accommodations or dietary needs to fully participate.

Needs are: _____

REGISTRATION FEES

The conference registration fee includes the cost for attendance at all general and concurrent sessions, social functions and planned meals. The optional events below are offered at an additional cost. The non-member full registration fee also includes a one year AHCAP membership for those who qualify.

	<i>Early Registration (by August 9)</i>	<i>Regular Registration (after August 10)</i>
<input type="checkbox"/> Full Conference Registration (AHCAP Member)	\$580	\$680
<input type="checkbox"/> Full Conference Registration (Non-Member)	\$795	\$895

OPTIONAL EVENTS

Tuesday, September 10

<input type="checkbox"/> Pre-Conference Workshop - Productivity Throughout the Office (AHCAP Member)	\$95
<input type="checkbox"/> Pre-Conference Workshop - Productivity Throughout the Office (Non-Member)	\$125

Thursday, September 12 (*max 50 people*)

<input type="checkbox"/> Optional Event - Visit to the Atlanta History Center (includes transportation)	\$40
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TOTAL ATTENDEE REGISTRATION FEES \$ _____

GUEST REGISTRATION FEES

The guest package includes the cost of attendance at all social functions and planned meals or individual tickets may be purchased on an à la carte basis. Visit to the Atlanta History Center is not included in the guest package.

Name of Guest(s): _____

	TOTAL
<input type="checkbox"/> Guest Package (all meals/social events +1 drink ticket for Opening Reception)	\$255
<input type="checkbox"/> Tuesday – Kickoff Lunch	\$50
<input type="checkbox"/> Tuesday – Opening Reception with Sponsors (+1 drink ticket)*	\$75
<input type="checkbox"/> Tuesday – Opening Reception with Sponsors (no drink ticket)*	\$50
<input type="checkbox"/> Wednesday – Breakfast	\$40
<input type="checkbox"/> Wednesday – Lunch and Business Meeting	\$50
<input type="checkbox"/> Thursday – Breakfast	\$40
<input type="checkbox"/> Thursday – Atlanta History Center (includes transportation)	\$40

*Choose one

TOTAL GUEST REGISTRATION FEES \$ _____

SUMMARY OF PAYMENT

All fees must be paid in advance and accompany the registration form. An electronic confirmation will be sent to you once your payment has been processed.

ATTENDEE REGISTRATION FEES \$ _____

GUEST REGISTRATION FEES \$ _____

TOTAL FEES DUE TO AHCAP \$ _____

Check payable to AHCAP enclosed

To pay by credit card, please register online at ahcap.org/2019

HOW DID YOU HEAR ABOUT AHCAP?

- | | |
|---|--|
| <input type="checkbox"/> Friend/colleague | <input type="checkbox"/> Internet search |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Mailing |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Other |

CANCELLATION POLICY

Written notice of cancellation must be received at AHCAP Headquarters no later than August 23, 2019 in order to receive a refund, less a \$75 processing fee. There will be no refunds for "No shows" or cancellations received after this date. All refunds will be processed after the conference.

PHOTOGRAPHY

AHCAP reserves the right to use all photographs taken during the conference for publication and promotion of future AHCAP events.

EMERGENCY CONTACT

Please provide the following information in case of an emergency.

Name _____

Daytime Phone _____ Evening Phone _____ Cell _____

HOW TO REGISTER

Complete all information and mail form and payment to:
 Association for Healthcare Administrative Professionals
 326 East Main Street
 Louisville, KY 40202

QUESTIONS?

Phone: (888) 320-0808 or (502) 574-9040