

REGISTRATION INFORMATION

Registration fees and policies

Full conference registration fees include sessions and workshops (unless otherwise noted), two-day Exhibit Hall with welcoming/closing receptions and complimentary refreshment breaks, Saturday Meet and Greet breakfast, Saturday night Bandstand Party at The Franklin Institute, Sunday networking receptions, and Tuesday closing reception/buffet lunch.

All conference attendees, guest speakers, session leaders, presenters, and exhibitors must register in order to participate in the ASTC Annual Conference.

- **Presenters' registration fees:** All session leaders and presenters who are employed by an ASTC-member institution **must register and pay the registration fee** for the ASTC Annual Conference. For presenters not employed by a member institution, ASTC waives the registration fee for the **day of their session only**; however, these presenters are required to complete a registration form and pay for any ticketed events on that day.
- **Exhibitors:** Please do not use this form! An exhibitor registration form will be included in your Exhibitor Service Manual.

Methods of registration

- **By e-mail:** conference@astc.org (Download the registration form at www.astc.org/conference/registration.htm.)
- **By fax:** 202/783-7207
- **By mail:** ASTC, Department 41, 1025 Vermont Avenue NW, Suite 500, Washington, DC 20005-6310, U.S.A.

Due to the volume of forms received, **ASTC cannot confirm receipt of faxed or mailed forms.** Please allow at least seven business days from receipt of your form for acknowledgment of registration.

Payment method: Full payment by check or credit card must be received with your registration form. Checks must be drawn on a U.S. bank in U.S. dollars. Do not send cash or traveler's checks. Make checks payable to ASTC, and send to mail address listed above. To wire funds, contact ASTC's Accounting Department at 202/783-7200 x135.

Confirmation Notices: Confirmation notices will be e-mailed and will include badge information and confirmation of selected sessions requiring preregistration and receipt of payment. Please read your confirmation carefully. To report a correction or discrepancy, call the number indicated on the notice. **If you have not received a confirmation within three weeks of submitting your registration form, call the conference department at 202/783-7200 x121.**

Badge Pick-up: You may pick up your badge and conference materials at the Pennsylvania Convention Center, Exhibit Hall D, during the following hours.

- Friday, October 17, 7:00am–5:00pm
- Saturday, October 18, 7:00am–5:00pm
- Sunday, October 19, 7:30am–5:00pm
- Monday, October 20, 7:30am–12:00pm
- Tuesday, October 21, 7:30am–11:00am

Substitution Policy: Substitutions are allowed with the written authorization of the registrant who is unable to attend. Before October 1, fax to Dept. 41 at 202/783-7207; after that date, send e-mail to conference@astc.org or bring signed letter to on-site Registration Desk.

Cancellation/refund policy: All cancellations must be in writing. Cancellations received at ASTC on or before **September 1** are entitled to a full refund of registration and event fees. Cancellations received September 2–September 23 will be subject to a 25% cancellation fee on registration and events. No refunds will be granted for cancellations after September 23.