



## **Registration Frequently Asked Questions and Policies**

### ***How do I pay my registration fees?***

All registration fees must accompany your registration. Partial payments will not be accepted and will delay the processing of your registration. ASCPT accepts MasterCard, Visa, or American Express credit cards. Checks should be made payable to **ASCPT** in US dollars drawn on a US bank and mailed to:

ASCPT Registration  
c/o eventPower  
5667 Stone Rd  
#575  
Centreville, VA 20120

If you are registering before the Early Bird Deadline of December 14, 2017, your payment must be postmarked on or before December 14, 2017. For the Advance registration rate, your payment must be postmarked between December 15, 2017 and January 18, 2018. Payments not received by the above postmarked dates will void any and all registration discounts and will require that the registrant pay the difference in registration rates.

### ***If I register for the ASCPT Annual Meeting, does that grant me access to the Pre-conferences or additional events?***

No, a separate registration fee is required to attend the Pre-conference programs, Trainee Luncheon, and Speed Mentoring. Please refer to the Registration Form for pricing and registration options.

### ***I am presenting an abstract in a poster or oral session. Am I eligible for the Speaker registration rate?***

Oral and poster presenters are not eligible for the Speaker rate. Registrations in this category will be verified by ASCPT.

### ***I am currently not a member of ASCPT, but am interested in joining. Can I still get the member rate?***

Yes, in order to receive the member rate, applicants must submit a completed application to ASCPT before registering for the Annual Meeting in order to receive the registration discount. Please complete the membership application online ([www.ascpt.org/membership/join](http://www.ascpt.org/membership/join)) or by filling out the printable form and emailing to [members@ascpt.org](mailto:members@ascpt.org) or faxing to 703-836-5223. Please contact [memberslisa@ascpt.org](mailto:memberslisa@ascpt.org) for questions or additional membership assistance.

***Does ASCPT offer group or government registration rates?***

ASCPT does not offer group or government registration rates.

***What does the Social registration allow me to attend?***

Registrants at this rate are eligible to attend the social functions only. Admittance to educational programming is not permitted unless the registrant upgrades to a full conference or Pre-conference only registration.

***What does the Emeritus registration allow me to attend?***

Registrants at this rate are eligible to attend educational programming and social events. Separate fees are required to attend Pre-conferences.

***How do I register as a non-member trainee/student?***

If you are a trainee/student member of ASCPT, proof of status is not required. Otherwise, you must submit a letter certifying your status from your medical school, hospital or program director. This letter must be submitted on letterhead and signed by the administrator and should be submitted with the registration form or faxed to 703-836-5223.

***I'm exhibiting at the Annual Meeting. How do I register?***

Your designated exhibit contact should have received a password and instructions on how to complete the Exhibitor booth personnel registration and housing reservations. The number of registrations depend upon the tier selected at the time of your booth purchase. If you need assistance please contact Lisa Williamson at [lisa@ascpt.org](mailto:lisa@ascpt.org) or call 703-836-6981 ext. 102.

***What is ASCPT Replay: Annual Meeting on Demand?***

Take ASCPT home with you! Revisit the best of the ASCPT 2018 Annual Meeting, and enjoy sessions you may have missed with access to an online digital library of key sessions presented at the meeting. Experience side-by-side video and slide presentations of sessions including State of the Art lectures, Featured Speakers, and the Innovation Forum. Purchase with registration to receive a discounted rate! If you have additional questions, please contact [meetings@aspt.org](mailto:meetings@aspt.org).

***I just registered for the meeting. Can I get a confirmation receipt sent to me?***

Receipts are sent via email within 24 hours. If you do not receive an email within 24 hours, please contact Event Power at [registration@eventpower.com](mailto:registration@eventpower.com).

***Can registration sell out? Is there a limit on the number of registrants for special programs?***

Annual Meeting registration will not sell out. ASCPT reserves the right to close the registration for Pre-conferences, Trainee Breakfast, and Speed Mentoring when the maximum registration number is received. ASCPT will maintain a reasonable wait list; however, once the wait list slots are filled, ASCPT will be unable to take additional registrations. Please register early!

***Can I bring my family to the meeting?***

The ASCPT Annual Meeting is geared toward adult participation. For their safety, children under the age of 16 are not permitted to attend any portion of the Annual Meeting, including but not limited to, educational sessions, networking and social events, and the exhibit hall. If your child(ren) will accompany you to the Annual Meeting and another adult will not be traveling with you, please make arrangements for care while you are attending meeting functions.

If your spouse or guest will accompany you to the Annual Meeting, please note that ASCPT does not offer spouse programs. The concierge at the Hilton Orlando is adept at making dining and excursion reservations, providing shopping and transportation information, and answering questions about local attractions.