



*March 22 - March 25, 2017
Marriott Courtyard Atlanta Decatur Downtown/Emory
Decatur, Georgia*

REGISTRATION & ADMISSION POLICIES

Conference Registration

All are encouraged to register on-line; a link to the registration site and all program information can be found at www.aapc.org. You will be required to establish your member profile and AAPC member category in the registration system. Paper registration forms may also be printed from this site for completion, and returned with payment information in PDF to aapc2017@gmail.com or mailed with payment to: AAPC Conference Registration, c/o RMK Productions, 200 Little Falls Street, Suite #205, Falls Church, VA 22046. No registration can be accepted without a completed form and payment, no exceptions. Checks should be payable to **AAPC Annual Conference**. The last date to pre-register is March 11th. Registrations received after this date will be registered on-site, and access to some sessions cannot be guaranteed for on-site registrations.

There are two options available for the guest(s) of a paid registrant: a full conference registration at the guest rate, or individual tickets to special events.

Review all registration options available, and contact aapc2017@gmail.com or call Terry at 678-636-6210 if you have any questions. Register early as some sessions have limited space; registrations are entered in the order received.

Confirmation Notice

All attendees will receive a confirmation notice immediately on-line or by mail within two weeks after the registration is received. If you do not receive a confirmation notice, please call the Registration Desk at (678) 636-6221. If you do not receive that confirmation, and do not follow up with the registration desk, we will not have your registration pre-processed, and cannot guarantee access to all programming.

Admission

Only **registered** individuals having a name badge may attend educational sessions. For other events, a name badge or a purchased ticket will be required for entry. There are two options available for the guest(s) of a paid registrant: a full conference registration at the guest rate, or individual tickets to special events.

Accessibility Restrictions

AAPC partners with ADA compliant host sites for all events. If you will be lodging at the host hotel, please inform the reservationists when you book your hotel stay. Also, inform AAPC on the registration form or by email to aapc2017@gmail.com if you have accessibility restrictions impacting your program participation. Upon receiving notification from you, AAPC will make every reasonable effort to ensure your comfort and participation in all programming.



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Cancellation

February 12th is the last date for receipt of written cancellations that are eligible to receive a refund of registration (including meal costs) minus a \$70 processing fee. Written cancellations received between this date and the cut-off date of March 11th are eligible to receive a refund of registration fees minus any meal costs and a \$70 processing fee. Cancellations after March 11th are not eligible to receive a refund. However, the courtesy of your notice will be greatly appreciated.