



Ways to Register

ONLINE: at www.achca.org

FAX: (866) 874-1585

MAIL:

ACHCA Convocation Registration

PO BOX 75060

Baltimore, MD 21275-5060

Deadlines

March 1, 2017

Early Bird Registration

March 10, 2017

Hotel Reservations

Hotel Reservations

Hyatt Regency at the Arch

315 Chestnut St | St. Louis, MO

Make your hotel reservations online at www.achca.org or call (888) 421-1442. Please make your reservations by March 10, 2017 to take advantage of the ACHCA group rate of \$169/night plus tax.

Reservations made after March 10, 2017 are subject to availability.

Thank you for not using a travel agency when making your hotel reservations.

By utilizing ACHCA's room block, we are able to reduce the overall costs associated with the conference. Hotel reservations for ACHCA conferences should be made directly with the hotel using the link or phone number.

Registration Packages

Full Meeting Package Includes: CE, Continental Breakfast each morning, Chair's Reception, Exhibit Hall Pass, Exhibit Hall Lunch, and Awards Luncheon Ticket

Additional Registrant Full Meeting Package Includes: CE, Continental Breakfast each morning, Chair's Reception, Exhibit Hall Pass, Exhibit Hall Lunch, and Awards Luncheon Ticket. Registrant must be at the same facility as the primary registrant (*limit 8 discounts per facility*). Call (202) 536-5120 for more information on how to register.

Two Day Package Includes: CE, Continental Breakfast each morning, Chair's Reception, Exhibit Hall Pass, and Exhibit Hall Lunch (*Sunday-Monday unless otherwise requested*).

Student or AIT Registration Includes: Continental Breakfast each morning, Chair's Reception, Exhibit Hall Pass, Exhibit Hall Lunch, and Awards Luncheon Ticket. Does NOT include CE; *Must be a current Student or AIT member of ACHCA.*

Retired Registration Includes: Continental Breakfast each morning, Chair's Reception, Exhibit Hall Pass, Exhibit Hall Lunch, and Awards Luncheon Ticket. Does NOT include CE; *Must be a current Retired or Retired Fellow member of ACHCA.*

Guest Package Includes: Continental Breakfast each morning, Chair's Reception, Exhibit Hall Pass, Exhibit Hall Lunch, and Awards Luncheon. Does NOT include CE; *Individual must be a family member or guest not affiliated with or working in long term care. Guest must also be attending with a full meeting registrant.*

Additional Tickets/Events Available for Purchase:

Professional Advancement Luncheon - Sunday, April 2, 2017 - \$45

Professional Advancement Luncheon tickets are not included with registration fees.

◆ Individuals who became Certified or a Fellow for the first time between 4/1/16 - 3/31/17 can obtain one complimentary ticket to the luncheon.

(Fundraiser Event) - Tuesday, April 4, 2017 - TBA

Watch for further announcements

ACHCA Awards Luncheon - Tuesday, April 4, 2017

Awards Luncheon tickets are included with registration fees.

◆ additional tickets can be purchased for \$45

General Information

Registration Payment: Payment for the ACHCA Annual Convocation and Exposition can be made by U.S. check, American Express, MasterCard or Visa. Early Bird registration forms must be postmarked by 3/1/17 to receive reduced fees. Payment must accompany registration form. Pending registrations not paid by 3/1/17 will be invoiced at the higher rate. Registrant is responsible for securing hotel reservations. Your registration for Convocation DOES NOT guarantee your hotel accommodations.

Confirmations: Registration confirmations will be emailed to the email provided on the registration within 10 business days of receipt. Immediate acknowledgement will be received by registering online at www.achca.org. For acknowledgement information after 10 business days, please call (202) 536-5120.

Refund and Cancellation Policy: Requests for refunds and cancellations must be made in writing. ACHCA will refund your entire registration fee, less \$75 processing fee until March 1, 2017. After 3/1/2017, no refunds will be issued except in case of a facility Survey. If a Survey occurs over the period of Convocation, ACHCA will refund your registration fee upon receipt of confirmation of the Survey. Substitutions of registrations are welcome, but must be made in writing. No shows will not receive a refund. ACHCA is not responsible for airfare, hotel and other costs incurred by participants in the event of program or registration cancellation.

Credit Card Payment Processing Disclosure: Please note that should a credit card charge be disputed by you or an agent acting in your behalf, a service fee not to exceed 5% of the original charge amount may be incurred. Charges are processed through our merchant services provider.

Permission of Photo Release: From time to time, ACHCA uses photographs of event participants in its promotional materials. By virtue of your attendance at ACHCA events, ACHCA reserves the right to use your likeness in ACHCA's publications and website, unless you have denied permission by checking the box on the registration form. If you deny permission to use your likeness, please note that it is your responsibility to avoid being photographed in large-group pictures during events at the conference.

Appropriate Dress: Since ACHCA is a professional leadership society, business-casual attire is suitable for all meetings, sessions and events. Please remember to bring a sweater or jacket for air-conditioned rooms.

Questions: For membership number or membership inquiries, call (202) 536-5120, or email membership@achca.org. For conference registration inquiries, call (202) 536-5120 or email events@achca.org.



51st ANNUAL CONVOCATION & EXPOSITION

April 2-5, 2017 ♦ Hyatt Regency at the Arch ♦ St. Louis, Missouri

Attendee Registration Form

REGISTRANT INFORMATION

Please submit a separate registration form for each additional registrant.

Primary Registrant Additional Registrant I am a first-time Attendee

Member Number* _____

**To qualify for the member rate, each registrant must be a current ACHCA member.*

Only designated Business Affiliate company representatives may register at the member rate.

Last Name _____ First Name _____ M.I. _____

ACHCA Credentials _____ Nickname for Badge _____

Facility/Company Name _____ Title _____

Preferred Mailing Address Home Work _____

City/State/Zip Code _____

Home Phone _____ Work Phone _____ Fax _____

Attendee Email Required (Confirmation will be sent via email) _____

REGISTRATION PACKAGES AND FEES

See registration information page for a full description of what is included in each package.

FULL MEETING PACKAGES	Early Bird Rate By 3/1/17	Regular Rate After 3/1/17
Primary Registrant		
ACHCA Member	<input type="checkbox"/> \$710	<input type="checkbox"/> \$945
Non-Member	<input type="checkbox"/> \$895	<input type="checkbox"/> \$1,130
Student or AIT*	<input type="checkbox"/> \$255	<input type="checkbox"/> \$255
Retired*	<input type="checkbox"/> \$380	<input type="checkbox"/> \$380

**Must be a current Collegiate/AIT, Retired and Retired Fellow Member of ACHCA*

Additional Registrant from the Same Facility

Primary registrant must already be submitted.

Name of Primary Registrant _____

Additional Registrant is:

ACHCA Member	<input type="checkbox"/> \$660	Not Available
Non-Member	<input type="checkbox"/> \$845	Not Available

TWO DAY PACKAGE

Sunday & Monday (unless otherwise requested)

ACHCA Member	<input type="checkbox"/> \$515	<input type="checkbox"/> \$655 (online/on-site)
Non-Member	<input type="checkbox"/> \$695	<input type="checkbox"/> \$835 (online/on-site)

GUEST PACKAGES

See registration information page for a full description of what is included.

	Early Bird Rate By 3/1/16	Regular Rate After 3/1/16
Primary Registrant is:		
ACHCA Member (qty _____)	<input type="checkbox"/> \$380	<input type="checkbox"/> \$495 (online/on-site)
Non-Member (qty _____)	<input type="checkbox"/> \$560	<input type="checkbox"/> \$690 (online/on-site)

Guest #1 Name _____

Guest #2 Name _____

ADDITIONAL TICKETS

Professional Advancement Luncheon - Sunday, April 2, 2017

Professional Advancement Luncheon tickets are not included with registration fees. Must be ACHCA certified or a Fellow to attend this luncheon.

Luncheon Ticket \$45.00 x _____ (qty) \$ _____

I became Certified or a Fellow for the first time between 4/1/16 - 3/31/17 and would like one complimentary ticket.

Awards Luncheon - Tuesday, April 4, 2017

Awards Luncheon tickets are included with registration fees.

Two Day Package & Additional Tickets \$45.00 x _____ (qty) \$ _____

(Fundraiser Event) - Tuesday, April 4, 2017 Fundraiser Information available soon

Fundraiser Ticket TBA

Special Accommodations:

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

Describe your needs: _____

Special Meal Request:

To ensure availability, please request a special meal and pick up your ticket at the ACHCA registration desk a minimum of 24 hours prior to scheduled event. Special meals MUST be ordered by 3/10/17:

Gluten Free Kosher Vegetarian

I wish to opt out of the exhibitor email list. Exhibitors are limited to one pre-conference email and one post-conference email per the list use agreement.

I do not grant ACHCA the right to use my photo (See information page for details)

Continuing Education Credits

For Continuing Education Credit, please complete the following:

License Number _____ State _____ Type: NHA ALA RN Other:

License Number _____ State _____ Type: NHA ALA RN Other:

Your Registration Total	\$ _____
Guest Registration Total	\$ _____
Additional Tickets Total	\$ _____
Voucher or Other Adjustments	\$ _____
<i>Please attach documentation</i>	
Total Due	\$ _____

PAYMENT INFORMATION

Early bird registration forms must be postmarked by 3/1/17 to receive reduced fees. Payment must accompany registration form. Pending registrations not paid by 3/1/17 will be invoiced at the regular rate.

Check Enclosed (Payable in U.S. Dollars to ACHCA)
 Please charge my Visa MasterCard Amex Discover

Card Number _____

Expiration _____ 3 digit security code _____

Billing Address: _____

City, State, Zip: _____

Name as it appears on card _____

Signature of Cardholder _____

FAX your completed form and credit card payment to (866) 874-1585

MAIL check payments to: ACHCA Convocation Registration PO BOX 75060 | Baltimore, MD 21275-5060

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Once registered, please secure your **hotel reservations**. Your registration for Convocation DOES NOT guarantee your hotel accommodations. Please visit connect.achca.org/convocation for hotel reservation information.