



Celebrating Our Past, Embracing the Present, Proclaiming the Future

CONFERENCE REGISTRATION

Registration Form

Complete the registration form or ACPE members may visit www.acpe.edu to register online. Members must be in good standing at the time of registration to receive member rates. Please read and complete the form carefully as there are many options for your consideration.

Registration and Admission Policy

Only registered individuals with a name badge may attend conference plenary sessions or workshops. Also, remember to register and purchase tickets for a participating guest. Registrations will not be accepted by phone. The Early Bird Registration Deadline is December 16, 2011. Payments must be provided at the time of registration.

Please review the registration options that are available and select the one that best suits your personal needs. Register early as some workshops and events have limited space; registrations are entered in the order they are received with payment and availability cannot be guaranteed. Though every effort will be made to offer additional event tickets at the conference, the availability of tickets after the registration deadline cannot be guaranteed. All one-day registrants must purchase meal tickets separately. The ACPE Members Luncheon, traditionally for ACPE Members Only, will be open to all conference registrants this year, in honor of this historic, joint program; a ticket will be provided.

Meeting Deadlines

December 16th: Last postmark or fax date for Early Bird Rates (*faxed forms must include credit card payment*).

January 6th: Last guaranteed date to book room reservations at special conference rates.

January 20th: Last postmark or fax date for Pre-Registrations (*faxed forms must include credit card payment*). After this date, registrations will only be accepted on-site. Any registration forms postmarked or received at the national office after this date will not be processed.

Confirmation Notice

All attendees will receive a confirmation notice by mail within three weeks after the registration is received. If you do not receive a confirmation notice, please call the ACPE office at (404) 320-1472.

Cancellation/Refund Policy

All cancellation requests must be submitted in writing. All refunds will be processed within 30 days after the conference.

December 16th: Last date for receipt of written cancellations that are eligible to receive a refund of registration and meal ticket fees, minus a \$60 processing fee. Written cancellations received after this date are eligible to receive a refund of registration fees only, minus cost of meals and a \$60 processing fee.

January 6th: Cancellations received after this date are not eligible to receive a refund. However, the courtesy of your notice will be greatly appreciated.