

ACSP-AESOP 4th Joint Congress

REGISTRATION FORM INSTRUCTIONS

- All attendees are required to register and pay the appropriate registration fee to attend.
- Use the registration form on the next page, and separate registration form for mobile tours to complete your registration.
- The Congress office will be close at 5:00pm on July 2nd. The on-line registration will also close at 5:00pm on July 2nd. Registrations faxed or mailed to arrive at the Congress office after July 2nd will not be available for staff to process. Please bring your documentation with you and register when you arrive in Chicago.
- Disability – please call 1.850.385.2054 no later than one week prior to the conference so we can arrange to assist you.

STUDENTS

To claim student status for registration purposes, please provide proof of your full-time student status by having your faculty advisor or department secretary send the Congress office a brief email, kdd@acsp.org.

PAYMENT METHOD

- We accept VISA and MasterCard charges. The Congress does not accept American Express or Discover charge cards.
- Make checks (US currency only) payable to ACSP, Inc.
- If you require an invoice for a purchase order, please make this notation obvious on the registration form.
- The ACSP Federal ID Number is 54-2110263.

CANCELLATION POLICY

Prior to June 2, with a request for refund received in writing, we will deduct a \$50 processing fee. After June 2 we cannot refund. Please send a written request for refund to the Congress office by U.S. mail or email, kdd@acsp.org. The refund request form can be found at the Congress web site.

CHANGING YOUR ADDRESS OR EMAIL ADDRESS?

When we need to contact you, we do so using the information you submitted to the abstract submission web site when you submitted your abstract and the information you provide on your conference registration form which can also be several months out-of-date by the time of the event. It is very important that you let us know if you have moved or will move prior to the Congress. Please let us know of any changes to your name, mailing address, telephone number and email address by sending a note with your new information to kdd@acsp.org.

MOBILE TOURS

Please complete the separate registration form for mobile tours.

ALL DEADLINES – JUNE 2nd

Presenter Registration:

All participants listed in the program must pay registration fee, make alternative arrangements, or risk removal from the program. *This rule is enforced.* The presenter's name will appear first in the printed program.

Completed Papers:

Send completed papers to your assigned discussant and (NEW THIS YEAR) also send to the Congress office (ddodd@acsp.org) for placement on CD to be delivered to attendees in Chicago. Your discussant's email will be sent to you with your schedule information.

Refund Requests:

**Deadline for receipt of written request for registration refunds,
After June 2nd we cannot refund.**

