

General

AACN strongly encourages participants to register in advance to increase their chances for admittance to ticketed sessions. Register early (by **April 3**) and avoid waiting in line on-site. You will receive your badge and tickets in the mail by late April. If you do not receive these items prior to your departure for Atlanta, you may pick them up on-site at the Registration desk.

On-site registration will be available beginning Saturday, **May 19**. Daily registration is also available and includes the Program and Proceedings book, access to exhibits and contact hours for that day (daily fees do not include the Participant-Exhibitor event). Allow one hour to complete the registration process.

Cancellations

Cancellations must be received in writing by **April 24** to qualify for a refund. Any badge and tickets you received should be returned with your written cancellation. A processing fee of \$75 will be deducted from your refund. Allow 4-6 weeks for processing.

Transfers

Registration may be transferred to an alternate participant for a \$25 transfer fee. To complete a transfer, send a written request to AACN from the original registrant explaining the change, along with any badge or tickets. Be sure to enclose a registration form for the new registrant and the \$25 transfer fee. Note: If the original registration was paid at the AACN member rate, the new registrant must be a member, or join at the time of transfer.

Session Enrollment

To provide the maximum opportunity for a quality educational experience, minimum and maximum enrollments have been established. AACN reserves the right to make program changes, including canceling if minimum enrollment has not been met or if events occur beyond the reasonable control of AACN.

Registration Tips

When you provide clear and correct information on your registration form, it enables AACN to process your registration more efficiently and quickly, resulting in the best customer service. Please refer to boxed tips (to the right) for completing the registration form

Section 1

It is important that you provide your home mailing address as well as the full name and address of your institution to ensure you receive all your conference materials.

We are pleased to extend our AACN member rate to members of **ENA, ASTNA, ASPAN** and **ACC**.

Section 4

Preconferences will be held on **Saturday, May 19** and **Sunday, May 20**. Refer to **pages 9-14** for the course descriptions and corresponding class code (e.g., 812). Check the appropriate box to the left of the class code on the registration form.

Section 5

Sunrise Sessions—choose one session and up to two alternates. You will be registered in the order of preference you indicate. **Note: These sessions will fill up before the conference.** Please check the box if you would like us to choose a session for you in the event all your choices are full. Please check the NTI Web site for class codes and updated session information before you register.

Network Night will be held on **Sunday, May 20**. Refer to **page 20** for more information on this free event.

The **API Reception** is scheduled for **Tuesday, May 22** and is for Advanced Practice Nurses only. See **page 8** for details.

Certain sessions are ticketed due to capacity limitations: **Heart Sounds** is limited to 125; **Certification Roundtable** is limited to 50. On the registration form, check all the sessions you wish to attend. While this does not guarantee entrance, every attempt will be made to register you for the session(s) you have selected.

Sunrise Sessions, Network Night, the API Reception, Certification Roundtable, and the Heart Sounds sessions are included with NTI registration.

*Note: You must **opt-in** to receive informative mailings and e-mails from exhibitors about new products and NTI specials.*

