

Register by mail:

AACOM - Annual Meeting, 5550 Friendship Blvd, Ste 310, Chevy Chase, MD 20815

Register online:

www.aacom.org/events/annualmtg/

Register by fax: 301-968-4101
(Credit card payments only.)

Mail-in Registration Form (please print)

Dr. Mr. Mrs. Ms. **First Name** _____

Last Name _____

Preferred name for badge _____

Degree(s) _____

Position or Job Category

- President/CEO Department Chair
 Dean/Chief Academic Officer Practicing Physician
 Director of Medical Education Government Relations
 Faculty/Research Faculty Administrator (CFO, Student Svcs, etc.)
 Other _____

Job Title _____

Institution/Organization _____

Mailing Address _____

City _____

State _____ **Zip** _____

Phone _____ **Fax** _____

E-mail _____

Assistant's Name & Phone _____

Paid/Registered Spouse or Guest Name(s) _____

Special Needs or Dietary Restrictions _____

RSVP Required (To RSVP, please check appropriate boxes below):

- I will attend the Thursday night event
 I will attend the Friday night Awards Banquet

Registration Fees

- Pre-Conference Workshop only** - \$125
 Pre-Conference Workshop with Registration - \$90 + cost of registration

Please indicate which Pre-Conference Workshop you will be attending:

- Brain Connoisseurship: How Brain-Based Research Can Improve Teaching/Learning in Medical Education
 From Tags to Tweets: Growing Community Through Social Media

- Early Registration** (December 6 – February 6) - \$515
 Pre-Registration (February 7 – March 6) - \$580
 Onsite Registration - \$625
 One-day for AACOM Council members only.
Call Beth Martino for rate: 301-968-4189.
 Student/Intern/Resident - \$200
 Spouse/Guest Annual Meeting Meal Ticket - \$210 (includes Awards Banquet)
 Spouse/Guest AACOM Awards Banquet Meal Ticket - \$75

Payment (Receipts will be sent via e-mail after payment is processed.)

Total: \$ _____ Credit Card Visa MasterCard
 Check (Payable to AACOM)

Name on card _____

Credit Card number _____

Security code _____ Expiration date _____

Cardholder's signature _____

Registration Policies

Payment must be received by March 6 or onsite fee will apply.

Refund and Cancellation

A full refund (less \$50 processing fee) of the registration fee will be issued:

- In the unlikely event that the meeting is canceled in its entirety.
- If the registration is canceled in writing by the registrant and that notification is received by February 13.
- Instead of cancelling your registration, you may elect to send a substitute. No additional fee is required for the substitute attendee if the request is submitted in writing by February 13.
- On-site substitutions are permitted. The registered attendee must give written notice of the substitution with their replacement named. The replacement will be charged the difference between the registration fee paid by the original registrant and the onsite rate. That balance will need to be paid at the registration desk, prior to receiving conference materials or attending any sessions.

Registrations canceled between February 14 and March 6 will receive a refund of 50% of the registration fee.

Refunds will not be issued after March 6. Refunds will be made in the same form as the original payment.

Notification of cancellation may be sent by mail, e-mail or by fax. Any registrant cancelling registration by e-mail must receive confirmation from AACOM that the e-mail has been received.

Permission to Photograph

Photographs will be taken during the meeting and used in future promotional materials and placed on our web site. By submitting your registration form, you give consent for photographs to be used in future annual meeting promotional materials and/or on AACOM's web site. Please contact us to "opt out" of having your photograph used.

Personal Information

Individual contact and professional information will be collected during the registration process and used to contact you about the meeting. Your information will also be distributed to conference sponsors and exhibitors. Please contact us to "opt out" of distributing your contact information.

Agenda

Circumstances beyond our control may affect the schedule of the meeting, so please allow for the possibility of last minute fluctuations.

Registration Contact

Beth Martino
AACOM Manager of Meetings & Events
5550 Friendship Blvd, Suite 310
Chevy Chase, MD 20815
E-mail: bmartino@aacom.org
Ph: 301-968-4189 Fax: 301-968-4101