

2019 Annual Medical Education Conference

TERMS AND CONDITIONS OF AMEC ATTENDEE REGISTRATION

Registration Instructions for Attendees

All registrations must be completed using our on-line portal, clicking the "Register Now" button at the top right on the page. Members must sign-in, as usual. If you are not an SNMA member and would like to become one, please return to the home page on the SNMA website, www.snma.org, and click on "Join Now." Do this before attempting to register for the conference or you will be automatically charged the Non-member fee. Allow 24-hours for your membership application to clear.

SNMA membership is not required for 2019 AMEC registration. If you are not currently a National dues-paying member and do not wish to become one at this time, you must register as a Non-Member, paying at the Non-Member registration rate.

Members wishing to take advantage of the "Early Bird" discounted fee must register on-line by November 30, 2018. (Non-members are not entitled to receive the Early Bird member discount.) "Regular" registration fees are applicable from December 1, 2018 through April 1, 2019. *Important: On-line registration for the conference via the web links will be closed on April 1, 2019, after which attendees must register and pay on-site in Philadelphia.*

After registering, you will receive an e-mail confirmation of your registration. Keep a copy of this confirmation for your records. You may be asked to bring it with you to Philadelphia to expedite our check-in process. Further details needed for your arrival and registration on-site, as appropriate, will be furnished through on-line and e-mail communications to our members and others, so pay attention to the monthly President's Newsletter and AMEC updates appearing on the SNMA website.

Terms and Conditions governing Attendee Registration at the SNMA's Annual Medical Education Conference are posted as part of

the on-line registration module. Make sure you have read them! Your acknowledgement of the terms is required to complete the on-line AMEC registration form.

Payment of Fees

Persons completing individual registrations on-line must pay their fees by credit card by the stated deadline. Confirmation of your registration and payment (a receipt) will be sent to you electronically. Make sure that the e-mail address that you use is current and will remain current, since this is how the registration system will recognize you. All of your online activity with SNMA should use the same e-mail address; you must use the same e-mail address to make any changes in your registration. The on-line system is able to accept VISA, MasterCard, or Discover.

Please also pay attention to these advisories:

- If you attempted to complete the on-line form but your membership was not current, you can still register for the conference, but will be charged a higher fee. You may either register at the non-member registration rate or purchase (or renew) your membership at www.snma.org prior to registering to receive the member registration discount.
- If you completed the on-line form, but the payment was not completed—e.g., your credit card was declined—you *are not registered for the conference*. You may call our Headquarters for assistance or you can plan to register in Philadelphia, but On-site fees will apply.
- Persons who cannot complete registration and/or pay for a membership before April 1, 2019, should plan to pay these fees on-site in Philadelphia, paying at the On-site registration rate.
- If your school registered you by completing the on-line form for a group registration, but the school has not sent in the payment for your attendance or has not furnished some other form of agreed-upon guaranteed payment, *you are not registered for the conference*. We strongly recommend that you emphasize to the appropriate persons (or offices) at your school who will be paying the registration fees for you that there is a registration deadline and that On-site fees are assessed to any individual

whose payment (or payment guarantee) is not received by the deadline.

- SNMA will not invoice schools for unpaid fees. Rather, you will be expected to pay them on-site in Philadelphia. Neither do we expect that schools will know an individual's membership status; we hold *you* responsible for maintaining your own SNMA membership status and fees.

The National Headquarters staff is the final determiner of when registrations are complete. This will usually be governed by the receipt of payment. If you have questions, ASK!

Group Payments

Headquarters will accept a single payment from an SNMA chapter or school office, covering a group of individuals, however, an accurate list of registrants must accompany payment. *Each* student covered must be registered on the on-line site. Where applicable and to the extent possible, please stress to your school's official or your chapter's Treasurer the importance of meeting the deadline, since the registration system is automatic and additional fees kick-in after the deadlines posted!

SNMA Headquarters will accept a school's group payment by check. The full amount for the group's registration should be included on the check. We will not accept partial payments and any received will be returned. Schools or chapters that have issues or unique circumstances should send an e-mail to memberinfo@snma.org as early as possible, so that resolution might be found in a timely manner.

Group Registration by Schools

As noted above, the SNMA National Headquarters will accept payment from a school by credit card or by check sent in the U.S. mail. If payment is being made by check, the school must include with the check a listing of names of the individuals being registered.

No registration will be considered complete until the required payment has been received at SNMA Headquarters and applied to the open invoice.

Cancellations/Refunds

You may cancel and expect a refund (less fees) up until March 18, 2019. Notice of a cancellation must be sent in writing to National Headquarters at memberinfo@snma.org. (*In writing*, includes e-mail.) Persons canceling after the March 18th deadline will forfeit the conference registration fee since certain costs for participants will already have been committed or paid. Allowable refunds are not made until after SNMA has settled all accounts and obligations, no sooner than 90 days following the close of the conference.

Other Registration Advisories

- The SNMA Headquarters staff will not process, nor will we hold open on-line registration forms that have not been completed. The on-line registration, including method of payment, must be completed to be confirmed as registered for AMEC.
- Persons are not considered fully registered until the registration fee is paid by the individual or a school/organization.
- The SNMA Headquarters staff will be absent from the SNMA office one week prior to AMEC's starting date, having departed for the Conference site in order to handle set-up requirements. There is no guarantee that any communication sent to the Headquarters via postal mail, telephone, and/or e-mail after April 10, 2019, will be attended to in a timely manner or at all.

Extraordinary Circumstances

Any special conditions or extenuating circumstances that are incompatible with these policies and instructions should be put in writing and communicated to the SNMA National Headquarters as soon as possible, but no later than April 1, 2019. Any exceptions or allowances will be made only at the discretion of SNMA's executive officers.

Questions?

If you have questions about AMEC Attendee Registration, contact SNMA National Headquarters at memberinfo@snma.org.

SEE YOU IN PHILADELPHIA!!!