

## 2021 OSAP Dental Infection Control Boot Camp™ Military/Federal Employee Registration Procedures

**This document outlines the proper procedures for processing registration.**

Federal employees/military personnel can register at a flat rate of \$298. This pricing is available to all active duty/ranking officers and civilians employed by one of the following agencies: U.S. Air Force, U.S. Army, Canadian Armed Forces, U.S. Coast Guard, Indian Health Service, U.S. Marine Corps, U.S. Navy, U.S. Public Health Service, or the VA. To ensure that you receive the correct pricing, please select "Military Personnel/Federal Employee Attendee" before completing the registration form.

1. Go to [www.osap.org/event/bootcamp2021](http://www.osap.org/event/bootcamp2021). Click on the green "Register" button.

OSAP Dental Infection Control Boot Camp™ is a fast-paced, foundational level educational course presented by national and international experts in dental infection prevention and patient safety. This year due to the continued COVID-19 pandemic the course will be completely virtual.



1/25/2021 to 1/28/2021

**When:** Monday, January 25, 2021

**Where:** Virtual  
United States

**Contact:** OSAP Office  
[office@osap.org](mailto:office@osap.org)  
(410) 571-0003

Register

Online registration is available until: 1/28/2021

[Go to Upcoming Event List](#)

2. You will be directed to the Attendee Type Selection page. Click on "**Military Personnel/Federal Employee Attendee**," and then click on the green "**Next**" button.

### Are you a Member?

If you are a member, please [sign in](#) or consider [registering](#) before proceeding.

Attendee Type   Attendee Info   Attendee Selections

Please select one of the following

- Boot Camp Attendee: For all non-military/federal employee attendees
- Military Personnel/Federal Employee Attendee: For all active duty/ranking officers and civilians employed by one of the following agencies: U.S. Air Force, U.S. Army, Canadian Armed Forces, U.S. Coast Guard, Indian Health Service, U.S. Marine Corps, U.S. Navy, U.S. Public Health Service, or the VA.

Next

More Actions ▾

3. Complete the registration form, and then click the green "**Next**" button.

\*Note: The email address you provide in the registration form will be used to create your account within the virtual platform. The email you provide **CANNOT** end in .mil or .gov. If your work email ends with .mil or .gov, you must provide a personal email address instead.

**Registration Information**

\* Required Fields

**Event Name** 2021 OSAP Dental Infection Control Boot Camp™

**Your Name \***

**Registration Form**  
Please complete all required fields.

**Credentials \***

- CDA
- DDS
- DMD
- EFDA
- MD
- MPH
- MS

4. This will direct you to the Ticket Selection page. Click on **"Military/Federal Employee Ticket."**

Attendee Type | Attendee Info | **Attendee Selections**

**Please select one of the following (required)**

Military/Federal Employee Ticket - 2021 OSAP Dental Infection Control Boot Camp™ *Price: \$298.00*

More Actions ▾

- If you need to add another attendee to your registration, click on **"Save and Add Another Attendee."** This will allow you to complete the registration process again for an additional person.
- If you do not need to add additional attendees to your registration, click on **"Save and Finalize Registration."**

5. This will direct you to the payment section. Complete the recipient information section. This is the same as shipping information.

**Recipient Information**

First Name:\*

Middle Name:

Last Name:\*

Suffix:

Organization:

Address:\*

City/Town:\*

Country:\*  ▾

State:  ▾

Postal Code:\*


Home Phone:

Business Phone:

Mobile Phone:

Email Address:\*

Confirm Email Address:\*




6. Scroll down and complete the payment information section.

- If needing to pay immediately with a credit card, please click on the credit card option and complete the form appropriately.

**Payment Information**

Total Amount: \$298.00 (includes \$0.00 Tax)

Promo Code:

Payment Type:  Bill Me  Credit Card 

Card Type:\*

Card Number:\*

Exp. Date:\*  /  (mm/yyyy)

Check here if the billing address is the same as the recipient information

Name on Card:\*

Organization:

Address:\*

City/Town:\*

Country: \*

Location:

Postal Code:\*

Phone:\*


PO:  Only Alphanumeric Characters Allowed

- If needing to create an invoice to submit, click on the **"Bill Me"** option and enter in the appropriate billing information.

**Payment Information**

Total Amount: \$298.00 (includes \$0.00 Tax)

Promo Code:

Payment Type:  Bill Me  Credit Card 

Check here if the billing address is the same as the recipient information

Bill To Name:\*

Organization:

Address:\*

City/Town:\*

Country: \*

Location:

Postal Code:\*

Phone:\*

PO:  Only Alphanumeric Characters Allowed

**Additional Customer Information**

Please Enter Comments Below:

- If you have a purchase order number, click on the **"Bill Me"** option and then enter the purchase order number on the **"PO"** line. If the purchase order contains dashes, these must be left out.
- Please list any additional information in the **"Additional Customer Information"** section.

7. Click on the green **"Proceed to Confirmation"** button to move forward with the registration.
8. This will direct you to the final page. Confirm that all the information is correct, and then click on the green **"Confirm"** button.
9. You will be directed to a screen that says, **"Thank you for registering!"**

 [View Invoice/Receipt](#)

**Thank you for registering!**

If you made payment via credit card, you will receive a separate confirmation email from [bluepay@bluepay.com](mailto:bluepay@bluepay.com).

If you clicked on the "Bill Me" option before checkout, click on "**View Invoice/Receipt**" in the top left corner for a printable copy of your invoice.

- If you need to print a copy of your invoice, click on the "**View Invoice/Receipt**" button.
10. You will receive two separate confirmation emails. One will be your registration confirmation from [office@osap.org](mailto:office@osap.org), and the other will be your invoice. Both of these emails will come from [office@osap.org](mailto:office@osap.org). If you paid with a credit card, you will also receive a separate email from [bluepay@bluepay.com](mailto:bluepay@bluepay.com). If you do not see any of these emails in your inbox, please be sure to check your junk/spam folder. If you do not receive any emails at all, please contact us at (410) 571-0003 or [office@osap.org](mailto:office@osap.org).

#### **PAYMENT PROCESSING PROCEDURES**

**The following procedures are for making payment *after an invoice has already been created.***

- If processing payment via credit card, please contact the OSAP Office at +1 (410) 571-0003. Our office hours are Monday – Friday, 8:00 AM – 4:30 PM Eastern.
- If processing payment via check, please remit payment to the following address:  
  
OSAP  
3525 Piedmont Road NE  
Building Five, Suite 300  
Atlanta, GA 30305
- If processing payment via purchase order, OSAP needs the purchase order number so that it can appropriately be listed on the invoice. In addition, OSAP will need the contact information for the appropriate department who will be handling the payment.

**If you have any questions regarding whether to process payment via government travel card or if the command center/employer will process the payment on your behalf, please direct those questions to your command center/employer directly. OSAP is unable to assist with these requests.**

#### REGISTRATION AND PAYMENT DEADLINES

Any invoices for 2021 OSAP Dental Infection Control Boot Camp™ must be paid by Friday, January 22, 2021. Any registrations processed after Friday, January 22, 2021, must be paid in full immediately upon registration.\*.

\*If processing payment via purchase order, please contact OSAP directly at +1 (410) 571-0003.

#### **Frequently Asked Questions**

**Q: What are the registration deadlines for Boot Camp?**

A: Since we're going virtual, you will actually be able to register up to the day of Boot Camp!

**Q: Do federal employees/military personnel receive a discount on registration?**

A: Yes! Federal employees/military personnel can register at a flat rate of \$298. This pricing is available to all active duty/ranking officers and civilians employed by one of the following agencies: **U.S. Air Force, U.S. Army, Canadian Armed Forces, U.S. Coast Guard, Indian Health Service, U.S. Marine Corps, U.S. Navy, U.S. Public Health Service, or the VA.** To ensure that you receive the correct pricing, please select "Military Personnel/Federal Employee Attendee" before completing the registration form.

**Q: I am a civilian who works for a branch of the military and/or the federal service. Do I also receive the military/federal service discount?**

A: Yes!

**Q: There are multiple people from my company/employer who will be attending Boot Camp. Do we receive an additional discount for bringing multiple people?**

A: We will not be offering an additional discount for multiple attendees; however, this year's registration fee is a flat rate of \$298.

**Q: Does OSAP reserve seats ahead of time for federal employees/military personnel?**

A: No. At this time, the only way to guarantee your seat at Boot Camp is to register online as early as possible. By registering online, you have the option to make payment immediately via credit card or to create an invoice for later payment. If you need to have an invoice created, click on "Bill Me" in the payment section.

**Q: I want to make payment on behalf of an attendee(s). How do I do that?**

A: In order to make payment, please contact the OSAP Office at +1 (410) 571-0003. Please provide us with the first and last name of the attendee as well as the invoice number. If the attendee is not found in our system, they will need to register online at [osap.org/event/bootcamp2021](https://osap.org/event/bootcamp2021) before payment can be processed.

**Q: I'm filling out the registration form on behalf of the attendee. Should I list my email address or the attendee's in the registration form?**

A: The information in the registration form **MUST** be the information for the person who will actually be attending the event. To ensure that registrations are as accurate as possible, we strongly suggest that attendees register themselves and then submit an invoice to an employer if needed.

**Q: Why can't I use my military/government email address?**

A: Military and/or government email addresses may block important information related to your registration and accessing the virtual platform. **You must use a personal email address to avoid any potential technical issues.**

**Q: Do I make payment with my government travel card, or is my command center/employer taking care of the payment?**

A: Please direct this question to your command center/employer directly. OSAP is unable to assist with this request.

**Q: I registered for Boot Camp, but I am no longer able to attend. Am I eligible for a refund?**

A: All registration cancellations and refund requests must be made in writing by Friday, January 8, 2021. An 80% refund of course fees\* will be given for cancellations received by Tuesday, December 1, 2020. A 50% refund of course fees will be given for cancellations received between Wednesday, December 2, 2020, and Friday, January 8, 2021. No refunds will be granted for requests postmarked after Friday, January 8, 2021. Submit all requests to OSAP via email at [office@osap.org](mailto:office@osap.org). OSAP regrets that refunds will not be given for no-shows. All requests for exceptions to the cancellation/refund policy must be submitted in writing by the registrant with appropriate documentation no later than Friday, January 8, 2021. After that time, no refund considerations will be made.

*\*There will be no refunds for shipping fees.*

**Q: If I cancelled my registration and claimed my complimentary copy of the workbook, will I be eligible for a refund of my shipping fee?**

A: Per the [OSAP Store Policy](#), all shipping fees are non-refundable. Please refer to this same policy for any questions related to returns/exchanges.

**Q: I am no longer able to attend, but one of my colleagues will be taking my place. How do we switch the names on the registration?**

A: Substitutions within this program are gladly accepted. A substitution of your full registration is permitted prior to the conference by submitting a written request to [office@osap.org](mailto:office@osap.org). Please CC on the email the person with whom you are switching. Onsite transfers are not permitted. The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that substitution before the change can be made. Badge sharing, splitting, and reprints are strictly prohibited.

**If you have any additional questions related to the registration process, please contact Senior Association Coordinator Emily Robinson at [erobinson@osap.org](mailto:erobinson@osap.org) or (404) 789-3161.**