

Registration

Preregister on-line at www.abct.org or, to pay by check, complete the registration form available in PDF format on the ABCT website. Participants are strongly urged to register by the preregistration deadline of October 10, 2012. Only those individuals who register by midnight, Wednesday, October 10, will be mailed the convention program book. All other attendees will receive their program book on-site. To receive discounted member registration fees, *members must renew for 2013* before completing their registration process.

Preconvention Activities

The preconvention activities will be held on Wednesday, November 14, and Thursday, November 15. All preconvention activities are designed to be intensive learning experiences. Preregister to ensure participation.

On-site registration for Wednesday and Thursday activities will be open Wednesday from 7:30 a.m. to 9:00 a.m. and Thursday from 7:30 a.m. to 1:00 p.m.

For sale on Wednesday will be the 2-day (Wed. and Thurs.) Clinical Intervention Training. For sale on Thursday will be the 1-day Clinical Intervention Training (Thurs.), the full-day Institutes, the 5-hour Institutes, and the 4-hour AMASS.

Registration Hours

- Pick-up for preregistration: Thursday, 11:00 a.m. – 8:00 p.m.
 - On-site registration: Thursday, 3:00 p.m. – 8:00 p.m.
- Preregistration Pick-up & On-Site Registration
- Friday: 7:30 a.m. – 3:00 p.m.
 - Saturday: 8:00 a.m. – 3:00 p.m.
 - Sunday: 8:00 a.m. – 11:30 a.m.

The general registration fee entitles the registrant to attend all events on November 16–18 except for ticketed sessions. Your canceled check is your receipt. Email confirmation notices will be generated automatically for on-line registrations and will be sent via email the same day you register. Email confirmations will be sent within one week for faxed and mailed registrations. If you do not receive an email confirmation in the time specified, please call the central office: (212) 647-1890 or email Tonya at tchilders@abct.org.

You must wear your badge at all times to be admitted to the general sessions and the exhibits. If you lose your badge there will be a \$10 charge for the replacement.

All presenters (except for the first two presenters of ticketed CE sessions) must pay the general registration fee. Ticketed session leaders will receive information as to their registration procedure from the ABCT Central Office.

Admission to all ticketed sessions is by ticket only. Preregistration is strongly advised as tickets are sold on a first-come, first-served basis.

Please note: NO PURCHASE ORDERS WILL BE ACCEPTED.

To register, please choose one format:

Registering On-Line

The quickest method is to register on-line at www.abct.org. Use this method for immediate feedback on which ticketed sessions you will be attending. To receive members' discounted rates, your ABCT dues must be up to date. If your membership has lapsed, use this opportunity to renew. To get member rates at this conference, your ABCT dues must be paid through October 31, 2013. The ABCT member year is November 1 – October 31.

For those registering on-site, you may renew membership at the ABCT membership booth located in the ABCT registration area.

Registering by Fax

You may fax your completed registration form, along with credit card information and your signature, to (212) 647-1865. If you choose this method please DO NOT send a follow-up hard copy. This will likely cause double payment. For preregistration rates, please register BEFORE the deadline date of October 10.

Registering by Mail

All preregistrations that are paid by check must be mailed to ABCT, 305 Seventh Avenue, New York, NY 10001. For preregistration rates, forms must be postmarked by the deadline date: October 10. Forms postmarked starting October 24 will not be processed and will be mailed back to the sender. There will be no exceptions.

Registration Dates

For preregistration rates, please register before the deadline date of October 10. NO registrations will be accepted in any format from October 24 until November 15, when on-site registration will open in National Harbor. From October 11 through October 23, registration will be accepted at the on-site rates.

Refund Policy

Refund requests must be in writing. Refunds will be made only until the October 10 deadline, and a \$40 handling fee will be deducted. Because of the many costs involved in organizing and producing the Convention, no refunds will be given after October 10.

Confirmation

ABCT will email confirmation shortly after you register. For on-line registration you will receive confirmation the next day. For fax and mail registration, please allow one week. If confirmation is not received, please email Tonya Childers at tchilders@abct.org detailing the date you registered and the

fees you paid.

Payment Policy

All fees must be paid in U.S. currency on a U.S. bank. Any bank fees charged to the Association will be passed along to the attendee. Please make checks payable to ABCT.

Exhibits, ABCT Information Booth

Friday & Saturday, 8:30 a.m. – 5:00 p.m. • Sunday, 9:00 a.m. – 12:00 p.m.