

## Registration Instructions

### Registration

Preregister on-line at [www.abct.org](http://www.abct.org) . 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 16. Beginning October 17 all registrations will be processed at the on-site rates

Please note: Convention Program Books will be distributed on-site.

To receive member registration fees, members must renew for 2018 before completing their registration process or to join as a New Member of ABCT: <https://www.abctcentral.org/eStore/>

### Preconvention Ticketed Sessions & Registration

Preconvention Sessions will be held on Wednesday, November 15, and Thursday, November 16 at the Hilton San Diego Bayfront Hotel. All preconvention sessions are designed to be intensive learning experiences. Preregister to ensure participation.

Registration for the Clinical Intervention Training Session 1 (scheduled for Wednesday and Thursday) that has open spots will be on sale on Wednesday from 7:30 a.m. – 9:00 a.m. in front of Aqua 310 on the 3rd Floor, Aqua Level.

Registration for all other PRE-Convention Sessions (AMASS, Clinical Intervention Seminars, Institutes) will take place in the Hilton San Diego Bayfront Hotel at the ABCT Onsite Registration area on the 4<sup>th</sup> Floor, Sapphire Level.

Thursday, November 16:	7:30 a.m. – 6:00 p.m.
Friday, November 17:	7:30 a.m. – 6:00 p.m.
Saturday, November 18:	7:30 a.m. – 6:00 p.m.
Sunday, November 19:	7:30 a.m. – 1:00 p.m.

### General Registration

Upon arrival at the Hilton San Diego Bayfront Hotel, you can pick up the program book, addendum, additional convention information, and ribbons at the Pre-Registration Desk on the 4<sup>th</sup> floor, Sapphire Level.

PLEASE REMEMBER TO BRING CONFIRMATION LETTER WITH YOU TO THE MEETING.

Onsite Registration AND Pre-registration pickup will be open:

Thursday, November 16:	7:30 a.m. – 6:30 p.m.
Friday, November 17:	7:30 a.m. – 6:30 p.m.
Saturday, November 18:	7:30 a.m. – 6:30 p.m.
Sunday, November 19:	7:30 a.m. – 1:00 p.m.

The general registration fee entitles the registrant to attend all events on November 16 – November 19 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 1 week for faxed and mailed registrations. If you do not receive an email confirmation in the time specified, please call the ABCT central office, (212) 647-1890, or email Tonya Childers-Collens at [tchilders@abct.org](mailto:tchilders@abct.org).

You must wear your badge at all times to be admitted to all official ABCT sessions, events, and the exhibits. If you lose your badge there will be a \$15 charge for the replacement.

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

Admission to all ticketed sessions is by ticket only. Preregistration is strongly advised as ticketed sessions 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 <https://register.rcsreg.com/r2/abct2017/ga/clear.html>.

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 <https://www.abctcentral.org/eStore/>.

To get member rates at this conference, your ABCT dues must be paid through October 31, 2018. The ABCT membership year is November 1, 2017 – October 31, 2018. To renew, go to [abct.org](http://abct.org) or the on-site membership booth.

### **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 cause double payment. For preregistration rates, please register BEFORE the deadline date of October 16.

### **Registering by Mail**

All preregistrations that are paid by check must be mailed to ABCT, 305 Seventh Avenue, 16<sup>th</sup> Floor, New York, NY, 10001. For preregistration rates, forms must be postmarked by the deadline date of Monday, October 16.

Forms postmarked beginning Tuesday, October 17 will be processed at on-site rates. Forms postmarked October 23, or later will be processed on-site. There will be no exceptions.

### **Refund Policy**

Cancellation refund requests must be in writing. Refunds will be made until the October 16 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 16.**

### **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 Hours**

- Friday & Saturday: 8:00 a.m. – 5:30 p.m.
- Sunday, 8:00 a.m. – 1:00 p.m.