

REGISTRATION INSTRUCTIONS: CAADS Annual Conference, November 14 – 16, 2011

REGISTRATION DEADLINES!

All adult day services providers welcome. Register EARLY and Save!

OCT 20, 5PM: EARLY Registration Ends

NOV 4, 5PM: REGULAR Registration Ends – Last Chance to Pre-Register!

AFTER NOV 4, 5PM: ON-SITE Registration Only, on a space-available basis

REGISTRATION FEE INCLUDES:

Based on the Registration Package selected:

 **Monday (1/2 Day) is for CAADS Members Only:**
CAADS Annual Membership Meeting & Luncheon, Afternoon Members Meeting, Exhibits Reception & Gift Basket Raffle.

Tuesday (Full Day):

Continental Breakfast, Exhibits, Welcome Remarks, Keynote Presentation & Legislator Recognition Luncheon, 2 Education Courses.

Wednesday (Full Day):

Continental Breakfast, Plenary Session, Luncheon Program, 2 Education Courses.



Conference and/or Course Materials

According to the Registration Package Selected and Courses Attended



Scheduled food/beverage functions

According to the Registration Package Selected

CANCELLATIONS, SUBSTITUTIONS AND REFUNDS

No refunds will be given to those who register but do not attend the Conference/Meeting. All cancellations must be made in writing. Telephone cancellations must be followed by a written request or they will not be considered valid.

You must cancel in writing by OCT 20, 5PM, to receive a full refund, less a \$50 Fee. Refund requests are reviewed/processed after event.

Substitutions are accepted. If possible, please provide advance notice to CAADS at 916-552-7400 / caads@caads.org.

Refunds will not be granted if you attend, send a substitute, or fail to cancel in writing by **5PM October 20, 2011**.

MEMBERS SAVE!

CAADS membership has its privileges! To receive the *Members Only* registration discounts, your facility must be a CAADS Member in good standing. That means 2011 CAADS membership dues are paid in full, or payments are current on an approved dues payment plan.

Non-members are encouraged to visit the **CAADS Web site** at www.caads.org and click on **Join Now** to view or print out CAADS Membership Benefits & Dues Rates and the Membership Application. **Applications and payment must reach CAADS no later than November 4, 2011, to obtain the Members Only registration discounts.** *Sorry, we are unable to accept / process applications for membership at the event.* For assistance with joining CAADS, call Kathryn Atkinson at (916) 552-7400.

GROUP DISCOUNT FOR MEMBERS-ONLY!

CAADS Members may take advantage of the group discount when more than one person from a Member facility (same physical site), registers for the event. To receive the discount, a separate registration form for EACH person in the group must be submitted TOGETHER (at the same time), with payment. The first person is the one with the highest registration rate in the group and pays "1st Registrant" rate. Each additional person from the SAME SITE pays "Additional Registrant" rate as shown on the registration form. Each person at the event must register. *Sorry, NO name badge sharing.*

REGISTRATION CHECKLIST

(Please review carefully, incomplete registrations will not be processed)

- Complete a **separate registration form for each person** attending. You may photocopy a blank form or go to www.caads.org, click on *Meetings*, and print one.
- Print clearly** or type, *please*.
- Follow each STEP in sequence to be sure your registration is complete.** Incomplete forms will be returned and not processed until completed and resubmitted.

Step 1:

Registrant's contact information. Note: Enter the **registrant's name, as it should appear on name badge**. If you don't yet know who will be attending, write in "*To Come*," and tell us the name when you have it.

Step 2:

Check the registration package that best fits your center's needs. Check the fee for the package selected.

Step 3:

Check the box next to each course you will attend. Remember, you can **only select ONE course during the same time period**. If you need Continuing Education credit, select your "CE Type" and indicate the number of CE's you are purchasing. Choose carefully, as no course changes can be made after **November 4, 2011**, due to limited meeting space and session materials. NO "course switching" permitted on site.

Step 4:

Complete your payment information. Calculate your Package Fee(s) plus any CE Fee, if applicable, to determine your total amount due. **Make checks payable to CAADS** or pay by credit / debit card by completing the bottom of the form.

Step 5:

Return your completed form with payment to CAADS. Three options below:

- MAIL registration form with payment to: **CAADS**
921 11th Street, Suite 1100
Sacramento, CA 95814

 FAX registration form to (866) 725-3123.

 WEB www.caads.org to complete a Registration form and return it by email to pam@caads.org.

Payment accepted by Check or Credit/Debit Card: Mastercard, Visa, and Discover only.

Please keep a copy of your completed registration form for your records.

For Assistance or Confirmation of Your Registration, Please Contact the Event Registrar at CAADS

Tel: (916) 552-7400 | Fax: (866) 725-3123 | Email: caads@caads.org | Web: www.caads.org