




REGISTRATION INSTRUCTIONS: CAADS Winter Meeting – March 2 & 3, 2010

REGISTRATION DEADLINES!

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

- FEB 3: EARLY Registration Ends
FEB 17: REGULAR Registration Ends – Last Chance to Pre-Register!
AFTER FEB 17: ON-SITE Registration Only, Late Rate Applies.

REGISTRATION FEE INCLUDES:

-  Tuesday (1/2 DAY): ADS Provider Meeting and Luncheon, 1 Education Course and Reception. Wednesday (FULL DAY): Continental Breakfast, Updates and Networking Luncheon, 2 Education Courses. All of the above is based on the Registration Package selected.
-  Conference and/or Course Materials, according to the Registration Package selected and courses attended.
-  Scheduled food/beverage functions, according to the Registration Package selected.

MEMBERS SAVE!

CAADS membership has its privileges! To receive the *Members Only* registration discounts, your facility must be a CAADS Member in good standing. For CAADS Members, that means 2010 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 October 23, 2008, 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 Kathy 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), will attend the event. To receive the discount, a registration form and payment for EACH person in the group must be submitted TOGETHER (at the same time).

The first person is the one with the highest registration rate in the group and pays "1st REG" rate. Each additional person from the SAME SITE pays "Addl REG" rate as shown in italics 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.
- Follow each STEP in sequence to be sure **your registration is complete**. Incomplete forms will be returned and not processed until completed and resubmitted.
- Print clearly or type, *please*.
- 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.
- Indicate if you are a *First-Time Attendee*.
- Indicate if you require a *Vegetarian Meal*.
- Check the box next to each course you will attend. Remember, you can **only select ONE course during the same time period**. Choose carefully, as no course changes can be made after **February 17, 2010**, due to limited meeting space and session materials. NO "course switching" permitted on site.
- Check all fees that apply:
 - ◆ Attendance Package based on days/courses chosen.
 - ◆ CE fees for each COURSE, if you are eligible for credits.
- Calculate total amount to enclose by adding the Package Fee plus any CE Fee(s), if desired.
- Make checks payable to CAADS or pay by credit card by completing the bottom of the form.
- Retain a copy of the completed registration form for your records. You may call the Event Registrar at 916-552-7400 to confirm receipt of your registration.

THREE WAYS TO REGISTER

- MAIL registration form with payment to:
CAADS
921 11th Street, Suite 1100
Sacramento, CA 95814
Payment by check, Mastercard, Visa, and Discover only.
- FAX registration form to (916) 552-7404.
Payment by Mastercard, Visa, and Discover only.
- WEB www.caads.org to complete a Registration form and return it by email to pam@caads.org.
Payment by Mastercard, Visa, and Discover only.

For Assistance Please Contact the Event Registrar at CAADS

Tel: (916) 552-7400 ♦ Fax: (916) 552-7404 ♦ Email: info@caads.org ♦ Web: www.caads.org