

## 2018 AMEC ATTENDEE REGISTRATION GUIDE

Updated 2/21/2018

### Registration Instructions

All registrations must be completed using our on-line portal by clicking the "Register Now" button at the top right on this page. If you are not an SNMA member and would like to become one, please visit the SNMA website, [www.snma.org](http://www.snma.org), and click on "Join Now." Persons wishing to take advantage of the "Early Bird" discounted fee must register on-line by ~~October 18, 2017~~ November 30, 2017.\*

*\* The Early Bird deadline was extended on 10/26/2017.*

"Regular" registration fees are applicable from ~~October 19, 2017~~, December 1, 2017 \* through ~~February 21, 2018~~. **March 9, 2018.**

*\* Regular Registration was extended on 2/2-0/2018.*

**Important:** Persons registering after March 9, 2018, must register on-site in San Francisco, paying the late fee.

After registering, you will receive an e-mail confirmation of your registration. Keep a copy of this confirmation for your records. You may be asked to bring it with you to San Francisco to expedite our check-in process. Further details needed for your arrival and registration on-site, as appropriate, will be furnished through on-line and e-mail communications to our members and others, so pay attention to the monthly President's Newsletter and AMEC updates appearing on the SNMA website.

### TERMS AND CONDITIONS FOR CONFERENCE PARTICIPATION

*Terms and Conditions* governing Attendee Registration at the SNMA's Annual Medical Education Conference are posted as part of the on-line registration module. Make sure you have read them! Your acknowledgement of the terms is required to complete the on-line AMEC registration form.

### Payment of Fees

When registering on-line, the expectation is that most individuals will pay by credit card and the payment will therefore accompany the registration. Confirmation of your registration and payment (a receipt) will be sent to you electronically. Make sure that the e-mail address that you use is current and will remain current, since this is how the registration system will recognize you. All of your online activity with SNMA should use the same e-mail address; you must use the same email address to make any changes in your registration. The on-line system is able to accept VISA, MasterCard, or Discover.

The SNMA National Headquarters will accept payment by mail in the form of a check, money order or through a school's purchase order. If payment is being made using a school's purchase order, you must e-mail a copy of the requisition payment form and a statement containing the name of the individual(s) being registered, if they do not

appear on the purchase order. E-mail the documents to [memberinfo@snma.org](mailto:memberinfo@snma.org). **No registration will be considered complete until the required payment has been identified and/or has been received at SNMA National Headquarters.** To that end, please also pay attention to these advisories:

- If you attempted to complete the on-line form but your membership was not current, you may purchase (or renew) your membership at [www.snma.org](http://www.snma.org) prior to registering for AMEC.
- If you completed the on-line form, but the payment was not completed—e.g., your check cannot be processed or your credit card was declined—**you are not registered** for the conference. You may call our Headquarters for assistance or you can plan to complete your registration on-site in San Francisco but late fees will apply.
- Persons who cannot complete registration and/or pay for a membership before March 9, 2018 should plan to pay for them on-site in San Francisco at the late registration rate.
- If you completed the on-line form, but your school did not send in the payment for your attendance or has not furnished some other form of guaranteed payment, **you are not registered for the conference.**

We strongly recommend that you emphasize to the appropriate persons (or offices) at your school who will be paying the registration fees for you that there is a registration deadline and that late fees are assessed to any individual whose payment (or payment guarantee) is not received by the deadline. SNMA will not invoice schools for late fees. Rather, you will be expected to pay them on site in San Francisco. Neither do we expect that schools will know an individual's membership status; we hold *you* responsible for maintaining your own SNMA membership status and fees.

The National Headquarters staff is the final determiner of when registrations are complete. This will usually be governed by the date that payment is received.

### Group Payments

Headquarters will accept a single payment from an SNMA chapter or school office, covering a group of individuals, but an accurate list of registrants must accompany the payment. **Each** student covered must be registered on the on-line site.

Where applicable and to the extent possible, please stress to your school's official or your chapter's Treasurer the importance of meeting the deadline, since the registration system is automatic and **additional fees kick-in after the deadlines posted.** The full amount for the group's registration should be included on the check; we will not accept partial payment. Schools or chapters that have issues or unique circumstances should send an e-mail to [memberinfo@snma.org](mailto:memberinfo@snma.org) as early as possible, so that resolution might be found in a timely manner

## Cancellations/Refunds

You may cancel and expect a refund (less fees) up until March 7, 2018. Notice of a cancellation must be sent in writing to National Headquarters at [memberinfo@snma.org](mailto:memberinfo@snma.org). Persons canceling after the March 7th deadline will forfeit the conference registration fee since certain costs for participants will already have been committed or paid. **Allowable refunds are not made until after SNMA has settled all accounts and obligations, no sooner than 90 days following the close of the conference.**

## Other Registration Advisories

- The SNMA Headquarters staff will not process, nor will we hold open on-line registration forms that have not been completed. The on-line registration, including method of payment, must be completed in order to be confirmed as registered for AMEC.
- Persons are not considered fully registered until the registration fee is paid by the individual or a school/organization. If on-line registration is completed and the payment is being made in the form of a check, but the check has not been received and/or no other notice or information has been furnished, then the registration is viewed as incomplete.
- The SNMA Headquarters staff will be absent from the SNMA office one week prior to the meeting's starting date, having departed for the meeting site in order to handle set-up requirements. There is no guarantee that any communication sent to the Headquarters via postal mail, telephone, and/or e-mail after March 21, 2018, will be attended to in a timely manner or at all. Keep this in mind when mailing registration payment by check to SNMA Headquarters.

## Extraordinary Circumstances

Any special conditions or extenuating circumstances that are incompatible with these policies and instructions should be put in writing and communicated to the SNMA National Headquarters as soon as possible, but no later than March 18, 2018. Any exceptions or allowances will be made only at the discretion of SNMA's executive officers.

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If you have questions about AMEC Attendee Registration, contact SNMA National Headquarters at [memberinfo@snma.org](mailto:memberinfo@snma.org).

**SEE YOU IN SAN FRANCISCO!!!**