

Emergency Medicine Today 2009



North Carolina Office of EMS

CONFERENCE REGISTRATION POLICY

Registration Costs

All registrants, including conference faculty and exhibitors, must register for the conference.

Pre-Conference Session Registration: Varied Dependant Upon Session(s)

Advance Registration Rate: \$80

Late/On-Site Registration Rate: \$105

Registration & Payment Methods

Registration is available through the on-line Emergency Medicine Today Conference Registration Form. To locate this form, please visit www.ncems.org and click on the "Emergency Medicine Today Conference" link for more information.

Advance Registration Deadline (on or before September 18, 2009)

Advance or pre-registration for Emergency Medicine Today can be completed until Friday, September 18, 2009. Individuals registering after this date should refer to the "Late/On-Site Registration" section below.

Late/On-Site Registration (after September 18, 2009)

Participants who need to register after this date must do so onsite in Greensboro. Registrants will incur a \$25 late/on-site registration penalty for utilizing this option.

Exhibitor Registration

The registration process for exhibitors is slightly different. Exhibitors that have registered with Upton and Associates for the exhibitor area do not need to register for the conference unless they wish to receive continuing education units (CEUs).

Payment Information

Payments can be made on-line by Visa or MasterCard. Those needing to pay by check may submit the registration form online however, registration is not considered complete until payment is received. On-site payments will be accepted, but are strongly discouraged. Name badges and conference materials will not be issued until outstanding balances are paid in full.

Payments by Mail

Outstanding balances should be mailed no later than September 21, 2009 to:
EM Today Conference Registration
2707 Mail Service Center
Raleigh, North Carolina
27699-2707

Payment is accepted by Agency/Organization/Company check, Visa, or MasterCard as specified above. **No personal checks or cash will be accepted.** The North Carolina Office of EMS Federal Tax ID # is 56-1618223.

Cancellations & Refunds

To request a cancellation/refund, please submit a written request to the Conference Chair, Kyle Jordan at kyle.jordan@dhhs.nc.gov. All refund requests must be postmarked by September 1, 2009. Refund requests postmarked after September 1, 2009 will not be honored.

General Info

- 1) The registration fee includes the Exhibitor Reception Sunday evening, Exhibit Hall Entry, and the Closing Banquet Tuesday evening. Additional tickets for the Closing Banquet (\$50) are available for purchase. Please indicate the number of extra tickets desired on the registration form.

- 2) There is an area on the registration form in which to indicate if you will be attending meal functions. It is critical that you complete this section, as meal tickets will be issued to each registrant based on replies given. We ask that you assist us with this, so that our meal guarantees are accurate and we are not wasting food or financial resources. Thanks in advance for your assistance!

- 3) Registration fees will be determined by the on-line submission date of the conference registration form. Please understand that consistency must be maintained – register early to avoid late fees.

Contact Kyle Jordan at 919/855-3940 or kyle.jordan@dhhs.nc.gov with any questions regarding registration fees and payment.