

# HOW TO REGISTER

Register online for the 76th Annual Scientific Conference and/or for the pre-conference seminars at [acfas.org/nashville](http://acfas.org/nashville)

## OR

**Complete the 2-page registration form.** Print clearly, be certain to include all required information and **submit BOTH pages** of the registration form; **registrations will not be processed until both completed pages are received.**

**Non-ACFAS Member Residents and Students** must submit appropriate documentation as noted below when registering. If you are registering online, e-mail document to [hjelm@acfas.org](mailto:hjelm@acfas.org) or fax to 800.382.8270 or mail it. Processing of your registration will **NOT** be completed until the required documentation is received by the ACFAS Education Department staff.

- **Non-ACFAS Member Residents** must submit a letter (on letterhead) from their Residency Director verifying their Resident status.
- **Students** must submit a photocopy of their student ID card.

**U.S. Military** members receive a discounted registration rate and, therefore, cannot register online. A photocopy of their military ID card must be submitted with their registration form. E-mail to [hjelm@acfas.org](mailto:hjelm@acfas.org) or fax (800.382.8270) or mail the registration. Processing of your registration will **NOT** be completed until the required photocopy of the registrant's military ID card is received by ACFAS Education Department staff.

**Commercial Representatives**—Individuals who may qualify for the Commercial Representative category include: Equipment Distributor/Manufacturer (letter of invitation from exhibiting company is required), financial analyst, health care consultant, investment broker/banker, potential exhibitor (one-time registration only). A maximum of two representatives from a non-exhibiting commercial company may register to attend the meeting under the "Commercial Representative" category. Approval is not guaranteed and is at the discretion of the ACFAS. For further details regarding this registration category, contact Maggie Hjelm at [hjelm@acfas.org](mailto:hjelm@acfas.org).

**Payment**—Full payment, via check or credit card (American Express, MasterCard or Visa) must accompany your registration form. Forms received with no fee or incorrect fees will not be processed. Make checks payable to the *American College of Foot and Ankle Surgeons* (in U.S. funds only).

**Early Bird Fees**—Register before January 8, 2018, to take advantage of the early bird registration fee. After this date, regular registration fees apply. After March 5, 2018 on-site registration fees apply. On-site registration will be open Wednesday, March 21 from 1:00 to 6:00 pm; and open Thursday, March 22 through Saturday, March 24 from 6:30 am to 5:00 pm at the Gaylord Opryland Convention Center, Nashville, TN.

**Workshops**—Space is limited in the hands-on workshops and will be assigned on a first-come, first-seated basis. **Workshop fees are non-refundable.** Students may not register for workshops.

**Exhibit Hall Guest Badges—\$150 per guest badge. Required for guests 14 years of age or older. Note: No one under 14 years of age will be admitted to the exhibit hall.** Guest badges will admit an individual to the exhibit hall Thursday, March 22 through Saturday, March 24. Payment for guest badges may be made when you register for the Conference (see registration form), or you may register guests at the ACFAS on-site registration desk.

**"Guest"** refers to a family member (**including children 14 years of age or older**) and office staff members of a physician registered for the Conference. Guest badges are **not available for purchase** by or for physicians who are not registered for the conference or by or for any individual who represents a company that is not a registered exhibitor at this Conference.

**Cancellation**—All cancellations for the annual conference must be received in writing, via e-mail, fax or mail. ACFAS incurs significant expenses prior to the event, so in order to minimize losses it is necessary that we maintain the following refund and cancellation policy:

Requests received by March 1, 2018: a full refund will be provided for all cancellations, less a \$75 administrative fee. After March 1, 2018: no refunds will be provided. Exceptions will be considered for extenuating circumstances only, such as medical issues or a death in the family.

An alternate attendee from the same organization may be substituted at any time prior to the conference start with no penalty. However, if the original attendee is an active member and alternate is not, the difference in member/non-member rate must be paid at the time of substitution.

Once a registration is made, it is considered final. **Refunds will not be granted for no-shows or for Annual Conference workshop fees.**

**Attendees with Special Needs/Kosher Meal Requests**—If you have special needs addressed by the Americans with Disabilities Act, or special dietary needs, notify the ACFAS at the time you register. Phone: 800.421.2237; e-mail: [hjelm@acfas.org](mailto:hjelm@acfas.org). Kosher lunches will not be available unless requested by March 5, 2018). Be sure to check the box on Page 1 of the Registration Form.



Register online at [acfas.org/nashville](http://acfas.org/nashville)

OR



Send completed registration form with payment to:

Attn: Education Department  
American College of Foot and Ankle Surgeons  
8725 West Higgins Road, Suite 555  
Chicago, IL 60631



Or Fax completed registration form to:  
773.693.9304 or 800.382.8270

**Note:** Your registration confirmation will be e-mailed.