

HOW TO REGISTER



ONLINE (Preferred)
Visit acfas.org/sanantonio

Members/Non-Members
Use your ACFAS username and password



FAX
Complete the registration form and fax with full payment to 773.693.9304 or 800.382.8270



Mail
Complete the registration form and mail with full payment to:

ACFAS 2020 Annual Conference
8725 West Higgins Road, #555
Chicago, IL 60631

Payment via Check, American Express, MasterCard, Visa.
Note: Your registration confirmation will be e-mailed.

Cancellation Policy Deadline is January 27, 2020. Cancellation requests must be submitted in writing to hjelm@acfas.org to receive a refund less a \$100 administrative fee. No refunds will be provided after this date. Exceptions will be considered for extenuating circumstances only, such as medical issues or a death in the family.

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. **Kosher lunches will not be available unless requested by January 28, 2020.** Be sure to check the box on Page 1 of the Registration Form.

Family Badge— spouse (non-physician) and/or child 14 years and older. Includes Opening Reception and admittance to Exhibit Hall (breaks/lunch).

SPECIAL CATEGORIES—Below are NOT available for online registration.

Submit completed registration form **without** payment and any required forms via e-mail to registration@acfas.org, via fax to 800.382.8270, or by mail. Once your registration is approved you will be notified and a link for payment will be provided.

Non-ACFAS Member Residents can register online, but must submit a letter (on letterhead) from their Residency Director verifying their Resident status.

Students can register online, but must submit a copy of their student ID card.

Active U.S. Military— cannot register online to receive the discounted rate. Include a photocopy of your military ID with your registration form.

U.S. Allied Health— RN, LPN, PA, PA-C, ATC, CST, OTC, DPT, PT, working in a podiatry practice or institution providing hands-on patient care.

Must submit a copy of current medical license and a signed and currently dated letter of sponsorship from your employing physician or institution.

U.S. Podiatry Practice Staff working in a podiatry practice or institution and providing patient services – practice administrator, office manager, office assistant, medical records and insurance billing and coding staff.

This category does **NOT** include physicians, scientists, researchers/PhD, purchasers, CEO, COO, director level titles, industry representatives, marketers, public media personnel.

Must submit a signed and currently dated letter of sponsorship from your employing physician or institution on practice letterhead stating you are currently employed, role in the practice and reason for attending the conference.

Commercial Representatives (non-exhibiting Industry)

New, potential exhibitors (one-time registration only) may register a maximum of two representatives from a non-exhibiting commercial company to view the exhibit hall under the “Commercial Representative” category. **Online registration is not available; College approval is required.** For further details regarding this registration category, contact Maggie Hjelm at hjelm@acfas.org.

