

### Registration and Conference Policies

This is the only time the registration materials for the 18th ASBA Annual Meeting and Conference will appear in the Journal. Please note these

#### Important Deadlines and Policies.

If any discrepancies exist between policies that appear in the Journal and in the online Conference Registration Website ([www.asba-conf.org](http://www.asba-conf.org)), the policies online will take precedence.

1. Current ASBA membership is required for registration.
2. The ASBA Annual Meeting and Conference is a three-day event. Partial registration is not available. Preference is given to conference registrants for pre- and post-conference workshops and activities.
3. Registration Fees: **Registration fee on or before August 1, 2012, Save \$30**, online or postmarked:

**\$360 for current members**

**\$445(US) and \$460(non-US) for non-members joining ASBA at the same time**

**Registration fee after August 1, 2012** online or postmarked:

**\$390 for current members**

**\$475(US) and \$490(non-US) non-members joining at same time**

4. **Registration Deadline: Registration is closed as of September 18, 2012.** No registrations are accepted after this date.

#### 5. Refund and Cancellation Policy:

**General registration fees** will be refunded less a \$75 cancellation fee to those canceling on or before August 15, 2012. General registration fees will be refunded less a \$150 cancellation fee to those canceling between August 16 and September 17, 2012. No refunds of general registration fee will be given for cancellations received on or after September 18, 2012. Workshop fees may be refunded if your space is filled. Refunds 60 days or more after the initial registration online will be subject to an additional cancellation fee of \$25.

**Pre- and Post-Conference Workshop fees** will be refunded less \$200 if cancelled on or before September 1, 2012. Cancellations on or after September 2 will not be refunded unless your space is filled. If your space is filled, you will be refunded 50% of your fee.

**Health emergency and/or death in the immediate family:** Refunds will be same as above with the difference that if on or after October 13, a health emergency occurs to the registrant prohibiting their attendance, or a death in their immediate family occurs on or after October 13, 50% of all fees will be refunded to the registrant.

ASBA reserves the right to cancel any workshop that does not meet a minimum registration and to replace an instructor in the event that an instructor is unable to fulfill their obligation to teach.

**6. Marriott Renaissance Chicago North Shore Hotel reservations:** See the information on page 18 for details. **Cancellation of hotel reservations is the responsibility of the registrant.**

You must ask for the American Society of Botanical Artists Annual Meeting & Conference block to receive the Conference rate. The ASBA block room rate is good if booked by September 18, 2012. After that, the discount rate will no longer be available. If you stay somewhere other than this hotel, ASBA is not responsible for your hotel arrangements nor transportation from your hotel.

#### Two Ways to Register for the Annual Meeting:

**1. Via website online:** Register and pay with credit card (MC/Visa) at [www.asba-conf.org](http://www.asba-conf.org). Nearly 100% of registrants used the registration website last year.

**2. By Mail:** Clip, copy or download the registration form. Complete form and mail along with your check (payable to ASBA) to: ASBA 18th Annual Meeting, NYBG, 2900 Southern Blvd., Bronx, NY 10458-5126.

**First-come, first-served policy:** Online registration/postmark date are equal in terms of getting into workshops for the first week of registration. After that, online registration takes precedence. As always, register as soon as you decide to attend. That is the best way to get what you want.

**Confirmation:** Sent via email only to those registering online, and by US Postal Service to those registering by mail.

**Questions:** Regarding selection of classes, email [ASBAConfCoord@aol.com](mailto:ASBAConfCoord@aol.com) or regarding a change in your registration, email: [ASBAMeeting@aol.com](mailto:ASBAMeeting@aol.com) or contact the ASBA office at 1.866.691.9080.