

Advance Registration and Hotel Procedures

Registration Timeline

Preferred Registration/Housing Opens*

Sept. 16, 2004*

(open to members only, early bird rates apply)

General Registration Opens*

Sept. 30, 2004*

(open to all registrants, early bird rates apply)

Early Bird Registration Deadline

Nov. 30, 2004

Advance Registration and Housing Deadline

Feb. 15, 2005

On-site Registration Open

March 5–8

** Please note that member registration forms received before Sept. 16 will be discarded. Nonmember forms received before Sept. 30 will be discarded. Do not send registration forms before the opening dates.*

Registration Instructions

Register online at www.acc.org or call 800-650-6870 between 8 a.m. and 5 p.m. CST, Monday–Friday. Outside the United States and Canada, call 847-940-2155.

Or, fill out the Advance Registration and Hotel Reservation Form beginning on p. 15. Fax it to 800-251-6017 (847-940-2386 outside the United States and Canada) or mail to—

**ACC '05
PO Box 825
108 Wilmot Road, Ste. 400
Deerfield, IL 60015-0825.**

ITS processes hotel reservation requests on a first-come, first-served basis.

ITS mails general meeting information, badges, and tickets to advance registrants approximately three weeks before the meeting. The ACC provides the *Final Program* and portfolios on site.

Follow these instructions when completing the form on p. 15:

Name/Mailing Address (Section 1)

Use the peel-and-stick label provided on the back of this brochure/envelope, or follow the instruction on the form.

Address changes will be used for meeting materials only. Permanent address changes must be made with the ACC Resource Center at 800-253-4636, ext. 694, or 301-897-2694.

Badge Information (Section 2)

Indicate preferred name or nickname and degree for badge. The information will appear on the badge exactly as written. Due to space limitations, please list only one degree.

Family Member (Section 3)

Spouses and other family members 12 years and older must register at a fee of \$65 to receive a family member badge, which allows entry into the Exposition and Poster Sessions.

Family member registrations must be accompanied by a professional registration. Complete sections 3 and 9 to register and receive a badge.

Note: Professionals who wish to attend education sessions and/or receive CME credit must register in a professional category (0–8, 10, 22, or 23).

Hotel Reservations (Section 7)

The ACC has worked to provide ACC '05 registrants with a wide selection of quality hotel rooms with competitive rates near the convention center and in other Orlando resort locations.

Individuals requiring hotel reservations must register for ACC '05. If requested hotel selections are no longer available at the time of booking, ITS will confirm reservations as close to preferred accommodations as possible. Hotels will not accept reservations directly for rooms before Monday, Feb. 28, 2005.



Special Needs (Section 8)

Please indicate special needs (hotel accommodation, transportation, wheelchair, etc.).

Registration (Section 9)

Check category from the following:

0 ACC Member—Member, Associate Fellow, Fellow, and Master.

HAVE YOU PAID YOUR DUES?

ACC members must be up to date on their 2004 dues before registering for ACC '05. If you have not paid your dues, you will be registered in the nonmember category and charged the nonmember fee. **The ACC grants no refunds after you have registered.**

Advance Registration and Hotel Procedures (cont.)

- 22 ACC International Associate**—International Associate members (see p. 7)
- 23 ACC Cardiac Care Team Member**—Registered Nurse, Nurse Practitioner, Clinical Nurse Specialist and Physician Assistant members (see p. 7)
- 1 ACC Member Fellow in Training**—Physicians who are members of the ACC through their enrollment in a cardiovascular training program
- 2 Scientific Session Abstract Presenter**—Any attendee who will be attending and presenting an abstract (oral or poster)
- 3 Nonmember MD/DO/PhD**—Physician, Doctor of Osteopathy, or PhD
- Registrants in the following categories (4–7) are required to submit, with the registration form, proof of licensure, a business card, or a letter written on official letterhead and signed by a department supervisor verifying status. **Registration forms without proper documentation will be charged the non-medical rate of \$695.**
- On site, the ACC will require individuals wishing to register in these categories to produce the same type of verification.
- 4 Nonmember Trainee/Resident**—Physician enrolled in a training program but not a member of the ACC.
- 5 Nurse/Nurse Practitioner**—Practicing licensed or registered nurse working in a health care institution whose primary job function is patient care or patient education, and who is not a member of the ACC.
- 6 Paramedical**—Support personnel or institutional staff whose primary job function is health care delivery. Qualifying individuals include dietitian, EMS, nutritionist, pharmacist, physiotherapist, physician assistant, radiologist, and technologist. MD/DO/PhD may not register in this category.
- 7 Practice Administrator**—Individual responsible for the management of cardiovascular specialty practices. Qualifying individuals include hospital or clinic administrator, personnel administrator.

- 8 Nonmedical**—Individual directly employed by a health care institution, network, corporate health care provider, or company whose primary job function is ancillary to direct health care delivery. Qualifying individuals include chief executive officer, chief financial officer, chief information officer, personnel involved in commercial research and development related to cardiology, employee of an ACC '05 exhibitor, health care consultant, computer analyst, purchasing agent or consultant, corporate or executive manager.
- 9 Exhibits Only**—Fee admits registrants to Exposition Sunday, Monday, and Tuesday. To qualify for this category, individuals must be eligible to register in categories 0–8.
- 10 One Day**—Fee admits registrants to Exposition and any education sessions held that day.

Optional (Section 10)

For the Fellows in Training Forum and ACC Gala Dinner, please indicate your participation and transfer fees, where applicable, in the column on the right.

Meals served during ACC '05 are designed to be low in fat and cholesterol. Individuals with special dietary needs should select one of these three alternate meals: vegetarian, Kosher, or fruit. Preferences not stated in advance may not be honored on site.

Hotel Deposit (Section 11)

A \$250 per room deposit is required. Submit payment with registration fees: \$500 deposit for one-bedroom suite, \$750 for two-bedroom suite.

Payment (Section 12)

The registrant **MUST** pay fees or charges connected with payment. Registration fees and the hotel deposit will be charged to the credit card immediately. Wire transfers will not be accepted.

Accommodations

Hotel accommodations may be reserved through ITS until Feb. 15. The list of participating hotels is on pp. 12–13. You must register for the meeting before making hotel reservations through ITS. ITS processes hotel reservations on a first-come, first-served basis.

A PRELUDE TO ACC '05—

Heart Disease in Women:
Where Are We Now?
Where Are We Going?
March 5, 2005
Orlando

Program Director:
Rita F. Redberg,
MD, FACC

Program Co-director:
Nanette K. Wenger,
MD, FACC

Visit www.acc.org in
September for program
details.

ACC '05 Program Presenters

ACC '05 abstract presenters should register in the Scientific Session Abstract Presenter category (see p. 10, category 2). Registrations will not be accepted in this category until Dec. 1, 2004.

Abstract presenters who wish to register and secure housing before abstract notification should register in the appropriate category (member, nonmember, etc.) and then request a refund of overpaid fees if their abstract is accepted. Please allow four to six weeks for refunds to be processed.

Refunds for abstract presenters who register on site will be processed after April 1, 2005. No refunds will be processed after May 13, 2005.

ACC '05 structured session faculty should register in the appropriate category (see registration categories on pp. 9–10). The registration fee for structured session presenters is waived.

ALL presenters must register online or complete a registration form to obtain hotel reservation and a meeting badge.

Confirmations

If you pay for your registration online, you will receive an acknowledgement as soon as you complete your transaction, complete with an ID number.

Confirmations will be e-mailed if an e-mail address is provided with registration materials. If there is no e-mail address provided, the confirmation letter will be faxed or mailed within 72 hours.

International Registrants

Visa processing may require long lead times. Please plan accordingly! Request Letters of Invitation for visa purposes through the ACC Resource Center, 800-253-4636, ext. 694, or 301-897-2694.

Registration Cancellations, Substitutions, and Refunds

All requests for refunds will be processed, less a \$50 administrative fee. Badges, tickets, and a written request must be received by ITS no later than Feb. 23, 2005.

If you must cancel your registration, **you cannot transfer or substitute another name.** Registration fees and Special Program Tickets fees are nonrefundable after Feb. 15, 2005.

In cases of emergency, refunds will be considered on a case-by-case basis. These requests must be received in writing no later than 90 days after the meeting. Refunds requested after May 13, 2005 will not be honored.

Family member registrant cancellations will be assessed a \$20 administrative fee.

Group Registrations

If you are registering and housing a group of more than 10 people, please contact the ITS Group Coordinator at 800-650-6870 or 847-940-2155. A special Group Registration Form with accompanying guidelines and instructions will be sent directly to you.

Hotel Changes and Cancellations

All changes and cancellations in hotel reservations must be made through ITS by Feb. 23.

Beginning Feb. 28, changes and cancellations must be directed to the hotel, and the hotel will refund deposits. Cancellation notices received by the hotel up to seven days before scheduled arrival date will result in refund of the deposit. The hotel reserves the right to retain an administrative fee for processing the refund. Cancellations received seven or fewer days before scheduled arrival will result in forfeiture of the full deposit. When canceling a reservation by telephone, record the date, cancellation number, and the name of the person accepting the cancellation.

On site, if changes in accommodations are made after the hotel cancellation deadline, the deposit will be forfeited.

Security

All attendees will be required to show a photo ID at the registration counter in Orlando. The ACC is requiring ID to protect your safety. Please be prepared.

