

# Registrant Guidelines

## Substitution

If you register for but cannot attend the conference, you may substitute another individual from your organization. If you register for the conference as a 2012 Alliance member but substitute an individual who is a non-member, the difference between the member and non-member registration fee is due at the time of the substitution. A substitution must be made in writing and sent by e-mail to Marissa Green at [mgreen@acme-assn.org](mailto:mgreen@acme-assn.org).

## Cancellation

### By Registrant

An administrative charge of \$150 will be assessed for any cancellation, and 2012 Alliance membership dues are not refundable.

To receive a refund for the registration fee, cancellation must be made in writing, sent by e-mail to Marissa Green at [mgreen@acme-assn.org](mailto:mgreen@acme-assn.org), and received by 5:00 pm CST, Friday, December 16, 2011.

There will be **no refunds** for cancellations received after 5:00 pm CST, Friday, December 16, 2011.

### By Alliance

In the event that the 37th Annual Conference would have to be cancelled, the Alliance is not responsible for any airfare, hotel, and/or other costs you incur.

## Disclaimers

### Education

The primary purpose of the 37th Annual Conference is education, and the language for it is English (i.e., no simultaneous translation). Information presented, as well as technologies, programs, products, and/or services discussed, are intended to provide registrants with the knowledge, techniques, and experiences of CME/CE/CPD professionals who are willing to share such information with colleagues. A diversity of professional opinions exists in CME/CE/CPD, and the views of the presenters are offered solely for educational purposes. Presenters' views neither represent those of the Alliance nor constitute endorsement by the association.

### Limited Participation at Some Presentations

Due to the high demand for some presentations and a maximum number of participants that can be accommodated in each meeting room, participation at all presentations cannot be guaranteed. Participation at each presentation is on a first-come, first-serve basis at the conference. While the Alliance does its best to accommodate all participants who wish to attend a specific presentation, sometimes the attendance may exceed the meeting room's capacity. In the event you are unable to participate in a presentation you wanted to attend, the Alliance invites you to go to another presentation scheduled at the same time.

### Liability

The Alliance assumes no liability for any claims, personal injury, or damage (1) to any individual attending the 37th Annual Conference; (2) that may result from the use of technologies, programs, products, and/or services at this conference, and/or (3) that may arise during or out of the conference.

