

## Group Registration Details

ACCP is pleased to offer group discount rates for the 2019 ACCP Annual Meeting. The discounted rates apply to groups from the same school or organization. Groups of 6 or more receive a 10% discount on the 3-day conference registration rate. Discounts do not apply to Pre-meeting Workshops or 1-day passes. Group registrations will be accepted through **June 30, 2019**.

The paper registration forms for each individual in the group must be submitted within one email to [Reg@ACCP1.org](mailto:Reg@ACCP1.org) in order to receive the applicable group discount. Please include the following information in the email:

- The name of the primary contact person
- Any special instructions

### Group Registration Policies

1. Full payment must be received by July 15<sup>th</sup> in order for discount to be applied.
2. Discount applies to the 3-day meeting registration only.
3. Group discounts cannot be combined with any other offers or promotions, including special pricing already provided to Sister Organizations or US Government colleagues.
4. ACCP Members, who receive the lowest possible pricing, are not eligible for further reduction via group pricing.
5. Registration payment(s) for the group discount must be processed at one time to be eligible for the group discount.
6. No refunds or cancellations will be allowed for passes purchased as part of the group discount. Substitution is permitted if notification is submitted in writing to [Reg@ACCP1.org](mailto:Reg@ACCP1.org) by August 15<sup>th</sup>.
7. Please note that discounts cannot be applied retroactively. If you have already registered and paid your registration in full, you are not eligible for a discount on a group registration submitted at a later date.

Please thoroughly complete the registration form. Any missing information may delay the processing of the group registration. Each individual will receive a confirmation email when the registration has been processed.

*Note:* Registration forms sent separately (or online registrations) will be processed as individual registrations and will not be eligible for the group discount, nor will they count toward the minimum number of registrations required.