



Registration Information

Join ACA today and save up to 70% on your conference registration!



SUPER SAVER RATE ADVANCE RATE ONSITE RATE

Register by November 30, 2009
Register by February 15, 2010
Register after February 15, 2010
or onsite in Pittsburgh

To qualify for discounted rates, your Registration must be postmarked or received via telephone, fax, or online by the dates listed above. After February 15, 2010, the onsite registration rate will apply. Sorry, but we cannot make exceptions to this policy.

Registration Instructions

Use the Registration form on p. 37 or register online at counseling.org/conference. Please complete all sections. Missing information causes delays. Registration forms will not be processed without payment in full.

Is Your Membership Current?

Only ACA members in good standing are eligible for discounted conference member rates. If your membership has lapsed, log in to the members-only section of counseling.org and click on "Renew Membership" to renew your membership. You may also contact ACA Member Services at 800-347-6647, x222 or 703-823-9800, x222 (M-F, 8 am – 7 pm, ET). Memberships cannot be renewed on the conference Registration form.

Not an ACA Member?

Join today and save up to 70% on your conference registration. Membership in ACA can save you time and money; provide you with professional development and continuing education opportunities; help protect your future through legislative and public policy outreach; provide prestige and credibility; and increase your professional network. Most importantly, ACA represents you as a counseling professional. Join and register for the conference on counseling.org, or complete the "Sign Up for ACA Membership & Save!" section on p. 37.

Register by February 15 and Receive Your Conference Materials in Advance!

Register by February 15, 2010 with full payment and you will receive your Registration Packet in advance by mail (U.S. registrants only). Then, when you arrive in Pittsburgh, you can go directly to the Tote Bag Distribution Counter at the Convention Center and the Westin Convention Center Pittsburgh Hotel. The Tote Bag Distribution Counter at the hotel is not a full service registration area; it is for Tote Bag pick-up only.

International Registrants

International registrants will be able to pick up their Registration Packet and Tote Bag at the Pre-Registration Counter in the David L. Lawrence Convention Center.

Onsite Registration

You may register onsite at the David L. Lawrence Convention Center when you get to Pittsburgh. We recommend you arrive early to reduce your wait time. See the Conference Planning Calendar for hours. We cannot guarantee availability of Pre-conference Learning Institutes or other ticketed events. We strongly recommend registering before February 15.

Is This Your First ACA Conference?

If this is your first time attending the ACA Conference & Exposition or if you are a new ACA member, please check the box on the registration form indicating you are a first-timer or new ACA member so we can have your special ribbon ready. Be sure to register for the First-Timers Orientation and Mentoring Luncheon on Saturday, March 20, 12:00 pm – 2:00 pm.

Special Events, Division Meal Functions, and Branch Activities

Tickets purchased in advance will be included in your Registration Packet. Check your packet before you leave the ACA Registration Desk. No replacement tickets will be issued once you have left the registration area. Most ticketed events offer limited seating based on room capacities and most sell out in advance. Advance purchase is strongly recommended. Remember to purchase a ticket for your guests in advance. One ticket to the Opening Night Celebration is included in each full conference registration. Additional tickets (\$45 each) may be ordered on the Registration form; tickets also will be on sale at the Registration Desk, based on availability.



Registration Information

Registration Fees and Payments

Please add all fees and fill in the total on the Total Payment Enclosed line. Full payment, in U.S. funds must accompany the form or your registration will not be processed. A check or credit card information must be provided. Credit card payments must include a signature and date authorization. Make checks payable to American Counseling Association. Visa, MasterCard, American Express, and Discover are accepted. Registration forms submitted via fax or online are accepted only with valid credit card information.

Confirmations and Registration Packets

You will receive a confirmation within two weeks of receipt of your registration. If you do not receive confirmation within 2 weeks, please call 800-347-6647, x222. In early March 2010, you will receive your registration packet, which will contain your badge and ticket(s). Please remember to bring these items with you. You will be able to pick up your Tote Bag by showing your badge.

Cancellation and Refund Policy

If a cancellation is received in writing, postmarked by February 1, 2010, ACA will refund your conference registration and fees for ticketed events less a \$100 administrative fee (\$50 for Students/New Professional/Retired categories). Alternatively, registration fees may be applied to the 2011 ACA Conference or transferred to another person for either the 2010 or 2011 ACA Conference only. A \$35 fee applies to any transfers. No refunds or transfers will be available after February 1, 2010. Address cancellation requests to: ACA, Attn: Conference Refund, 5999 Stevenson Avenue, Alexandria, VA 22304-3303.

Persons with Disabilities

ACA makes every effort to ensure that all activities are accessible to persons with disabilities. All hotels are ADA compliant. Please use the section on the Registration form to provide us with the information necessary to make the event more accessible and enjoyable, including any transportation needs, sign language interpreter, visual guides, or any other special needs. Attach additional notes if more space is required.

Voluntary Contributions

ACA is a non-profit, tax-exempt educational organization and is approved as a 501(c)(3) organization under the Internal Revenue Code. All contributions to these funds are tax-deductible: The Human Concerns Fund; The Professional Advocacy Fund; The Legal Defense Fund; The ACA Foundation; The David K. Brooks, Jr. Distinguished Mentor Award; The Gilbert and Kathleen Wrenn Award, and The Robert Rencken Emerging Professional Leader Award. See the ACA website for more information on each fund.

Pittsburgh Tours

Science Center Tour

Thursday, Friday, Saturday, Monday

\$67

The Carnegie Science Center is a significant resource for regional schools, a major tourist attraction, and an entertainment complex. Enjoy four floors full of exhibits and programs covering nearly every field of science. The Omnimax Theater features larger-than-life films, a Planetarium & Observatory lets you chart your own course through the stars, and the Blue Cross Health Science Theater uses multimedia presentations to examine the latest in health medicine.

The USS Requin is a former Navy vessel commissioned in April 1945 but it never saw action in World War II. It is now docked on the Ohio River. Tour guides, many of whom are former submariners, tell how men lived and worked in such close quarters while submerged 412 feet underwater.

Enjoy the Omnimax Theater, a colossal movie-going experience that puts you in the film with a domed screen four stories high and an awesome sound system. It is said to be "the most extravagant, the most outrageous visual experience in the country."

For tour times and to sign up for a tour, visit:

www.dmcpittsburgh/reg_aca09.php

3. ACA Annual Conference & Exposition Rates

Postmarked	Super Saver By Nov. 30	Advance By Feb. 15	Onsite Feb. 16 and after
ACA/PCA Member Type			
Professional/Regular	[] \$300	[] \$355	[] \$410
Student/New Prof./Retiree	[] \$200	[] \$245	[] \$275
Non-Members			
General Attendee	[] \$490	[] \$535	[] \$565
Student	[] \$315	[] \$445	[] \$465

1-Day & 2-Day passes available (same rate for members and nonmembers)

[] 1-day pass \$225 (indicate day) _____
 [] 2-day pass \$360 (indicate days) _____ / _____ **Subtotal \$** _____

4. Special Ticketed Events

	Qty.	Total
Add'l Opening Night Celebration*	\$45 x _____	\$ _____
First Timers Orientation & Mentoring Lunch	\$40 x _____	\$ _____

*One free ticket for the Opening Night Celebration is included with full registration. Extra tickets may be purchased.

Subtotal \$ _____

5. Division Meal Functions (subject to change)

Thursday, March 18

	Qty.	Total
ACEG Luncheon 12:00 pm–2:00 pm	\$40 x _____	\$ _____

Friday, March 19

NCDA Luncheon 12:30 pm–2:00 pm	\$40 x _____	\$ _____
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Saturday, March 20

AADA Brunch 11:00 am–1:00 pm	\$35 x _____	\$ _____
ALGBTIC Brunch 11:00 am–1:00 pm	\$35 x _____	\$ _____
ASERVIC Luncheon 12:00 pm–2:00 pm	\$40 x _____	\$ _____
ASGW Luncheon 12:00 pm–2:00 pm	\$40 x _____	\$ _____
IAMFC Luncheon 12:00 pm–2:00 pm	\$40 x _____	\$ _____

Sunday, March 21

AACE Breakfast 7:30 am–9:00 am	\$33 x _____	\$ _____
ACCA Breakfast 7:30 am–9:00 am	\$33 x _____	\$ _____
C-AHEAD Breakfast 7:30 am–9:00 am	\$33 x _____	\$ _____
IAAOC Breakfast 7:30 am–9:00 am	\$33 x _____	\$ _____
NECA Awards Brunch and “Staying Power” Skill Building Workshop 10:30 am–5:30 pm	\$75 x _____	\$ _____
ARCA Brunch 11:00 am–1:00 pm	\$35 x _____	\$ _____
ACES Luncheon 12:00 pm–2:00 pm	\$40 x _____	\$ _____
AMCD Luncheon 12:00 pm–2:00 pm	\$40 x _____	\$ _____

Subtotal \$ _____

6. Voluntary Contributions (see p. 36)

Human Concerns Fund	\$ _____
Legal Defense Fund	\$ _____
ACA Foundation	\$ _____
Professional Advocacy Fund	\$ _____
David K. Brooks, Jr. Distinguished Mentor Award	\$ _____
The Gilbert and Kathleen Wrenn Award	\$ _____
The Robert Rencken Emerging Leader Award	\$ _____

Subtotal \$ _____

TOTAL PAYMENT ENCLOSED \$ _____

7. Payment Method

Full payment must be enclosed or registration will not be processed.

[] Check or money order, payable to American
Counseling Association in U.S. funds, enclosed.

[] VISA [] MasterCard
[] American Express [] Discover

Credit Card # _____

Exp. Date _____

CVC Code: Amex (4 digits above credit card number) _____

Visa, MC, Discover (last 3 digits next to signature) _____

Cardholder's Name (print) _____

Phone No. () _____

Authorized Signature _____

Date _____

For Office Use Only Source Code ARBPB10

Date Received _____ Check No. _____

C/C Authorization No. _____ Amount \$ _____

Received by _____



ACA Annual Conference Housing Form

Pittsburgh, Pennsylvania • March 18–22, 2010

HOUSING OPENS: August 17, 2009 HOUSING CLOSES: February 18, 2010

Reservations: All hotel reservations are being coordinated by the ACA Housing Bureau. Arrangements for housing should NOT be made with the hotel directly. All housing reservation forms must be received by the ACA Housing Bureau by February 18, 2010. Room inventory may become limited after this date. The final deadline to process changes and cancellations is February 22, 2010.

TO MAKE A RESERVATION

Online: www.counseling.org/conference Click on Travel and Lodging, then Housing

Mail to: ACA 2010 HOUSING BUREAU, 568 Atrium Dr., Vernon Hills, IL 60061-1731

Call: 800-974-3084 (domestic) or 847-996-5876 (international)

Fax: 800-521-6017 (domestic) or 847-996-5401 (international)

HOUSING INFORMATION

First Name _____ Last Name _____ MI _____

Company/University _____

Street Address _____

City _____ State/Country _____ Zip _____

Day Phone _____ Evening Phone _____ Fax _____

Email _____ (confirmation will be sent via email if email is provided)

HOTEL CHOICE: Please indicate your hotel of choice in order of preference (i.e. 1, 2, 3). **Westin** ____ **Hilton** ____ **Omni** ____

Arrival Date ____/____/____ Departure Date ____/____/____

Number of people in room _____ Number of beds in room _____ Special Requests* _____

(Examples: smoking preference, room for person with disabilities – please indicated specific needs.)

EARLY DEPARTURE FEE: Hotels may charge an early departure fee. Fees vary by hotel.

NAME(S) OF ALL ROOM OCCUPANTS 1. _____ 3. _____

Please note that additional charges may apply

to a third or fourth person occupying the room 2. _____ 4. _____

DEPOSIT/GUARANTEE: A credit card with an expiration date after March 2010 is required to guarantee your reservation. Reservations will not be made without a valid credit card. **If paying by check, a valid credit card will be needed to guarantee your reservation. Checks will need to be sent to the hotel directly after February 23, 2010.** The hotels may charge a deposit of one night room and tax to the credit card listed below on or after **February 23, 2010.**

PAYMENT INFORMATION

Credit Card: American Express MasterCard VISA Discover Check

Credit Card # _____ Exp. Date _____

Card Holder's Name (Print) _____

Card Holder's Signature _____

CONFIRMATIONS: Confirmations will be mailed, faxed, or emailed to you from the ACA Housing Bureau once your reservation has been secured with a credit card. You will not receive a confirmation from your hotel. If you do not receive a confirmation within 2 weeks of making your reservation, please contact the ACA Housing Bureau via email, ACAhousing@experient-inc.com, or fax 800-521-6017 (domestic) or 847-996-5401 (international).

CHANGES/CANCELLATIONS: We encourage you to make your hotel reservations before the published deadline of February 18, 2010. Room inventory may become limited after this date. The ACA Housing Bureau will continue to accept changes, based on availability, and cancellations through February 22, 2010. Beginning February 23, 2010, you will need to contact the hotels directly. Your reservation will be under your first and last name.

CONTACT INFORMATION: If you have questions please contact the ACA Housing Bureau by phone at 800-974-3084 (domestic) or 847-996-5876 (international) or email ACAhousing@experient-inc.com

HOTEL CANCELLATION POLICIES: Deposit is refundable if cancellation is received at least 72 hours prior to arrival