

# Registration Form

**ACA Conference & Expo: April 16–19 | Pre-Conference Learning Institutes: April 16** *(Separate Registration Form)*

## REGISTRATION INFORMATION *(fill out if paying by check or money order)*

**Check if first time attendee**

Name (All Caps) \_\_\_\_\_

Name on Conference Badge \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Country \_\_\_\_\_

Organization \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

ACA Membership # (for discount) \_\_\_\_\_ Primary Division \_\_\_\_\_

ADA Needs  Audio  Visual  Mobile

Do you give ACA Permission to send text messages via your mobile phone during conference?  Yes  No

I have read and agree to the **Discount Code Policies** (pg 2) \_\_\_\_\_ please initial

I have read and agree to the **Registration Transfer Policies** (pg 2) \_\_\_\_\_ please initial

I have read and agree to the **Cancellation and Refund Policies** (pg 2) \_\_\_\_\_ please initial

I have read and agree to the **Consent to Use of Photographic Images** (pg 2) \_\_\_\_\_ please initial

I have read and agree to the **Conference Commitment** (pg 2) \_\_\_\_\_ please initial

## ACA CONFERENCE & EXPO RATES

ACA Conference & Expo April 16–19, 2020	Summer Rate 4/1/19–10/2/19	Advance Rate 10/3/19–2/4/20	Onsite Rate 2/5/20–4/19/20
<b>ACA Members</b> Professional/Regular	\$399	\$499	\$599
New Professional/ Student/Retiree	\$310	\$385	\$460
<b>Nonmember</b> General Attendee	\$640	\$740	\$840
Student Attendee	\$490	\$565	\$640

## Registrations Fees

Conference & Expo Registration (see chart) \$ \_\_\_\_\_

One-Day Registration (\$300) \$ \_\_\_\_\_

Select Day:  Fri.  Sat.  Sun.

Guest Registration (\$200) \$ \_\_\_\_\_

Name: \_\_\_\_\_

Expo Pass (\$25) \$ \_\_\_\_\_

Additional Opening Night Celebration Ticket\* (\$45) \$ \_\_\_\_\_

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

**GRAND TOTAL \$** \_\_\_\_\_

## Payment Method

Full Payment must be enclosed or registration will not be processed. Make check or money order payable to the American Counseling Association in U.S. Funds.

**Total payment enclosed \$** \_\_\_\_\_

**Mail to:** ACA Conference & Expo, ATTN: Finance Dept., 6101 Stevenson Avenue, Suite 600, Alexandria VA 22304

**To register by debit or credit card:** Contact ACA's Engagement Specialist at 800-298-2276, M–F 8:30 am–5:30 pm, ET

# Registration Information

## Registration Fee and Payments

Please add all fees and fill in the total on the Total Payment Enclosed line. Full payment in US 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. Please make checks payable to "American Counseling Association". Visa, MasterCard, American Express, and Discover are accepted. Registration forms submitted via fax or online must also include valid credit card information.

## One Day Registration

A One Day Registration rate of \$300.00 is available. This rate will allow one day access to all education, round table, and poster sessions as well as the Expo Hall. CE's can be earned for any session attended during a One Day Registration. The registrant must pre-select the day they will attend the conference.

## Guest Registration

We offer a special guest conference rate of \$200.00. The rate includes a ticket to the Opening Night Celebration and entrance to the Expo Hall and keynote sessions. The guest cannot be an ACA member or a lapsed ACA member. The rate does not apply to anyone who is involved with or presenting an education session. A guest registration is good for the duration of the conference. CE's cannot be earned with a guest registration.

## Expo Hall Only Passes

Expo Hall passes are available for a rate of \$25.00 per day.

## Additional Opening Party Ticket

Additional Opening Night Celebration tickets are available for purchase at the rate of \$45.00 per ticket.

## Persons with Disabilities

ACA makes every effort to ensure that all activities are accessible to person with disabilities. All hotels are expected to be ADA compliant. We will make every effort to provide a variety of food selections at events in recognition of those with dietary restrictions. Please use the section on the registration form to communicate your needs. Feel free to attach additional notes.

## Group Discount

Attend with friends or colleagues and receive a discount. Groups of five or more Professional/Regular/New Professional/Student members can receive a 15% Group Discount. All registrations and payments must be submitted together to take advantage of this discount. This offer is not available to nonmembers or student volunteer registrations.

## Discount Codes

Use of discount codes is only valid at the time of the initial purchase. Refunds will not be authorized for existing registrations where the special offer was received after the initial purchase. Discount codes cannot be applied to already reduced/discounted registrations or transferred to other individuals or entities.

## Installment Payment Plans

To assist with the payment of registration fees, ACA accepts payments in installments. Installment payments are available to ACA members only. A minimum payment of a third of the registration rate is required to set-up an installment plan. The full balance is required Wednesday, February 5, 2020. After Wednesday, February 5, 2020, unpaid balances will result in a cancellation of the registration and any payments will be forfeited. There is a \$4.00 one-time processing fee applied to all installment plans. International installment payment plans must be paid through PayPal. To register using the installment payment plan you must contact a Member Engagement Specialist at 703-823-9801 or 800-298-2276.

## Registration Transfers

You may opt to transfer your fully paid registration to the following year's conference or to another individual. There will be a \$35 transfer fee plus

additional registration fees should they apply. A registration can only be transferred once and no refunds will be issued once a registration has been transferred. No transfers will be granted after April 15, 2020. Submit all transfer requests to ACA Registration via email at [membership@counseling.org](mailto:membership@counseling.org).

## Purchase Orders

ACA will accept purchase orders for conference registrations. The current registration rate at the time of payment will be due. Full payment of the conference registration is required 30 days prior to the first day of the conference. **If the registration is not paid in full or cancelled 30 days prior to the first day of the conference, the registration will be cancelled and no refunds will be issued.**

## Cancellation and Refund Policies

All registration cancellations and refund request must be made in email/writing and postmarked by March 16, 2020. You will receive a refund minus a \$75 cancellation fee (\$50 for Students/New Professional/Retired categories). No refunds will be granted after March 16, 2020. ACA regrets that refunds will not be issued for no-shows. Submit all email refund requests to ACA Registration at [membership@counseling.org](mailto:membership@counseling.org) and all written refund requests to ACA Registration at 6101 Stevenson Avenue, Suite 600, Alexandria, VA 22304.

## General Consent and Image Release

Attendance at, or participation in, ACA meetings, conferences and other activities constitutes an agreement for ACA, or anyone authorized by ACA, to record and use, as ACA may desire in its sole and absolute discretion, all recordings and reproductions or depictions of such individual or attendees name, likeness, voice, persona, words, actions, and/or biography, which ACA or anyone authorized by ACA may make, including without limitation, the right to for ACA, or anyone authorized by ACA, to use such recordings, reproductions, or depictions in or in connection with any legitimate purposes, including for advertising, publicity, trade and editorial purposes, at any time in the future in all media now known or hereafter developed, throughout the world.

*I acknowledge that I will not receive any compensation of any kind for the use of my image, voice and/or biography as set forth above and hereby release ACA and/or its agents from any and all claims which arise out of or are in any way connected with such use.*

## Conference Commitment

The American Counseling Association is honored to provide a safe environment for the counselor community to come together annually to connect, engage, and learn. By registering to attend the ACA Conference & Expo, attendees agree to the following ACA Conference Commitment:

*I pledge to conduct myself with integrity, courtesy, and respect for others. I will support a harassment-free conference experience for everyone by maintaining the highest level of professionalism at all conference programs and events. I support and will foster a welcoming, safe experience for all attendees and conference staff.*

Thank you for your commitment.

*ACA provides a harassment-free conference experience for everyone, regardless of age, culture, disability, ethnicity, race, religion/spirituality, gender, gender identity, sexual orientation, marital/partnership status, language preference, socioeconomic status, immigration status, or any basis proscribed by law.*

**We do not tolerate harassment of attendees, speakers, volunteers, partners, vendors, exhibitors, or staff or others at meetings, conferences and other activities in any form.**

**\* Participants violating these expectations may be asked to leave the conference at the sole discretion of ACA.**