

# Pre-Conference Registration Form

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

## PRE-CONFERENCE LEARNING INSTITUTE RATES

Pre-Conference Learning Institutes April 16, 2020	Advance Rate By 2/4/20		Onsite Rate 2/5/20–4/16/20	
	Day	Evening	Day	Evening
<b>ACA Members</b> Professional/Regular	<input type="checkbox"/> \$195	<input type="checkbox"/> \$145	<input type="checkbox"/> \$230	<input type="checkbox"/> \$190
New Professional/ Student/Retiree	<input type="checkbox"/> \$150	<input type="checkbox"/> \$120	<input type="checkbox"/> \$185	<input type="checkbox"/> \$160
<b>Nonmember</b> General Attendee	<input type="checkbox"/> \$245	<input type="checkbox"/> \$195	<input type="checkbox"/> \$295	<input type="checkbox"/> \$250
Student Attendee	<input type="checkbox"/> \$215	<input type="checkbox"/> \$180	<input type="checkbox"/> \$250	<input type="checkbox"/> \$220

### Thursday, April 16

Daytime Course # \_\_\_\_\_ Registration Fee \$ \_\_\_\_\_

Evening Course # \_\_\_\_\_ Registration Fee \$ \_\_\_\_\_

**Pre-Conference Learning Institutes 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 Department  
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.

## 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..

## 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.

## 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 \$25 cancellation fee (\$25 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.**