

Advance Registration and Hotel Procedures

ACC.07 and i2 Summit Registration

Take advantage of online registration for quick, convenient registration and the most up-to-date information on housing. Register online at www.acc.org or call (800) 650-6870 between 8 a.m. and 5 p.m. CST, Monday – Friday. Outside the United States, call (847) 940-2155. Registration forms are available for download at www.acc.org.

ITS processes hotel reservation requests on a first-come, first-served basis.

General meeting information, badges and tickets will be mailed to advance registrants approximately three weeks before the meeting. The ACC provides the Final Program and portfolios on site.

Have your photo ID available. You must show a photo ID in order to pick up badges on site.

Register Online at www.acc.org

NEW THIS YEAR — THE ADVANCE REGISTRATION FORM IS NOT INCLUDED IN THE PRINT VERSION OF THE ADVANCE PROGRAM.

- Registration forms may be downloaded from www.acc.org
- Details on registration categories and verification information may be downloaded from www.acc.org
- If you do not have access to a computer, you may receive a faxed registration form from the Resource Center. Please call (800) 253-4636, select option 2

Registration Details

Registered users are those who have registered with one of the College's online resources in the past — including Cardiosource users, members who have logged into the member directory, members who have registered for ACC Annual Scientific Sessions online in the past. Typically, your username is your e-mail address, and your password is your ACC ID number. These can be reset by clicking on section #2 Forgot Password or by contacting the Resource Center at resource@acc.org or (800) 253-4636, select option 2. Outside the United States, call (301) 897-2694 until Sept. 25; after this date please call (202) 375-6000, ext. 5603.

Registered users should go to the Annual Scientific Session Web site at www.acc.org and provide their username and password. The online registration form for ACC.07 and i2 Summit will automatically be pre-populated with your personal information.

Not registered? It's simple to use the online registration system, even if you're not a registered user. Simply click on the first time user box and sign up to become a registered user. The name entered should be the person who will be registering for ACC.07 or the i2 Summit.

E-mail confirmation will be sent once your registration is complete. If you do not receive a confirmation once registration is complete, please contact ITS at (800) 650-6870 or (847) 940-2155 outside the United States.

Confirmations

When you pay for your registration online, you will receive an acknowledgement, complete with an ID number, as soon as you complete your transaction.

Confirmations will be e-mailed if an e-mail address is provided. If there is no e-mail address provided, a confirmation letter will be faxed or mailed within 72 hours.

International Registrants

Visa processing may require long lead times. Please plan accordingly! Request Letters of Invitation for visa purposes through the ACC Resource Center, (800) 253-4636, select option 2. Outside the United States, call (301) 897-2694 until Sept. 25; after this date please call (202) 375-6000, ext. 5603.

Note

If you experience difficulties with registration during the last two weeks of September, it is possible our server is down due to our upcoming move to Heart House DC. Please try back in 24 hours. You may call the Resource Center at (800) 253-4636, select option 2, for assistance.

Note

Professionals who wish to attend education sessions and/or receive CME credit must register in a professional category.



Registration Cancellations, Substitutions and Refunds

All requests for refunds for cancellation or registration category adjustments will be processed, less a \$50 administrative fee. Registration fees are non-refundable after Feb. 21, 2007.

Cancelled registrations are non transferable.

In cases of emergency, all refund requests received after Feb. 21 will be processed on a case-by-case basis once the College returns from ACC.07/i2 Summit in New Orleans. All refund requests must be received at the ACC in writing no later than June 24, 2007, in order to be considered.

Family member registrant cancellations will be assessed a \$20 fee.

Group Registrations

If you are registering and housing a group of more than 10 people, please contact the ITS Group Coordinator at (800) 650-6870 or (847) 940-2155. A special Group Registration Form with accompanying guidelines and instructions will be sent directly to you. You may also download the Group Housing and Registration information from www.acc.org.

Security

All attendees will be required to show a photo ID at the registration counter in New Orleans. The ACC is requiring identification to protect your safety. Please be prepared.

Program Presenters

ACC.07/i2 Summit abstract presenters should register in the Scientific Session Abstract Presentation category. Registrations will not be accepted in this category until Dec. 19, 2006.

Abstract presenters who wish to register and secure housing before abstract notification should register in the appropriate category (member, nonmember, etc.) and request a refund of overpaid fees if their abstract is accepted. Please allow four to six weeks for refunds to be processed.

ACC.07/i2 Summit structured session faculty should register in the appropriate category (see registration categories p. 24). The registration fee for structured session presenters is waived.

ALL presenters must register online or complete a registration form to obtain a hotel reservation and meeting badge.

Hotel Reservations

The ACC has worked to provide ACC.07/i2 Summit registrants with a wide selection of quality hotel rooms with competitive rates near the Convention Center and other New Orleans landmarks. Hotel accommodations may be reserved through ITS until Feb. 21.

Individuals requiring hotel reservations must first register for ACC.07/i2 Summit. ITS processes hotel reservations on a first-come, first-serve basis. If requested hotel selections are no longer available at the time of booking, ITS will confirm reservations as close to preferred accommodations as possible. Hotels will not accept reservations directly for rooms before March 19, 2007.

A \$250 per room deposit is required. Submit payment with registration fees: \$500 deposit for one-bedroom suite, \$750 for two-bedroom suite.

Hotel Changes and Cancellations

All changes and cancellations in hotel reservations must be made through ITS by March 14. After this date hotel deposits are NONREFUNDABLE. Beginning March 19, changes and cancellations must be directed to the hotel. Changes are based on availability and at the sole discretion of the hotel.

Make Your Commitment to the Gulf Coast

By attending ACC.07 and i2 Summit, you make an outstanding commitment to rebuilding New Orleans and helping to reestablish it as a premier travel destination. Want to do more? Check www.acc.org in the coming weeks for more information on how to contribute to the revitalization of the Gulf Coast.

Registration and Housing Instructions

For fast, convenient registration and updated housing information register online at www.acc.org. To register using mail, fax or phone options registration forms may be downloaded at www.acc.org.

Name/Mailing Address

Address changes will be used for meeting materials only. Permanent address changes must be made with the ACC Resource Center at (800) 253-4636, select option 2. Outside the United States, call (301) 897-2694 until Sept. 25; after this date please call (202) 375-6000, ext. 5603.

Badge Information

Indicate preferred name or nickname and degree for badge. The information will appear on the badge exactly as written. Due to space limitations, please list only one degree.

Family Member

Spouses and other family members 12 years and older must register at a fee of \$65 to receive a family member badge, which allows entry into the Exposition and Poster sessions. Family member registrations must be accompanied by a professional registration.

Registration Profile

Please complete this section online and/or on the registration form. Without this information, your registration cannot be processed.

Hotel Reservations

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Special Needs

Please indicate special needs (hotel accommodation, transportation, wheelchair, etc.).

Registration Categories

Check category from the following. Note that additional demographic information within each category is requested. For example, please indicate M.D., D.O. or Ph.D. when registering as a member.

ACC Member

Member, Associate Fellow, Fellow, Master, M.D., D.O., Ph.D.

ACC International Associate

International Associate members

ACC Cardiac Care Team Member

Registered Nurse, Nurse Practitioner, Clinical Nurse Specialist and Physician Assistant members

Note

Professionals who wish to attend education sessions and/or receive CME credit must register in a professional category.

HAVE YOU PAID YOUR DUES?

ACC Members must be up to date on their 2006 dues before registering for ACC.07/i2 Summit. If you have not paid your dues, you will be registered in the nonmember category and charged the nonmember fee. The ACC grants no refunds after you have registered.

ACC Member Fellow in Training

Physicians who are members of the ACC through their enrollment in a cardiovascular training program

Scientific Session Abstract Presenter

Any attendee who will be attending and presenting an abstract (oral or poster)

Nonmember M.D./D.O./Ph.D.

Physician, Doctor of Osteopathy or Ph.D.

Nonmember Trainee/Resident (verification required)

Physician enrolled in a training program but not a member of the ACC

Nonmember Nonphysician (verification required)

This registration category includes the following groups: nurse practitioner, nurse, physician assistant, clinical nurse specialist, nutritionist, pharmacist, research technician (employed by a non-profit or patient care institution), exercise physiologist, technologist and any other nonphysician health care professional who is involved with direct patient care.

Practice Administrator (verification required)

Individual responsible for the management of cardiovascular specialist practices. Qualifying individuals include clinic administrator, personnel administrator.

Nonmedical (no CME credit)

Individual directly employed by a health care institution, network, corporate health care provider or company whose primary job function is ancillary to direct health care delivery. Qualifying individuals include hospital administrator, chief executive officer, chief financial officer, chief information officer, personnel involved in commercial research and development related to cardiology, employee of an ACC.07 exhibitor, health care consultant, computer analyst, purchasing agent or consultant, corporate or executive manager.

Exhibit-Only (no CME credit)

Fee admits registrants to Exposition Saturday, Sunday, Monday and Tuesday. To qualify for this category, individuals must be eligible to register in a professional category.

i2 One-Day Saturday

Fee admits registrations to Exposition and any i2 Summit education session held on Saturday.

One Day ACC.07

Fee admits registrants to Exposition and any ACC.07 education sessions held that day.

One Day i2 Summit

Fee admits registrants to Exposition and any i2 Summit education sessions held that day.

Hotel Deposit

A \$250 per room deposit is required. Submit payment with registration fees: \$500 deposit for one-bedroom suite, \$750 for two-bedroom suite.

Payment

The registrant **MUST** pay fees or charges connected with payment. Registration fees and the hotel deposit will be charged to the credit card immediately. Wire transfers will not be accepted.

ARE YOU AN ACC MEMBER?

You must be a current dues-paid member at the time of registration in order to qualify for the discounted member rates. FIT members must be in the FIT member category at the time of registration in order to qualify for the discounted FIT rate. Refunds will not be issued to individuals who become a member after the date of their registration.

VERIFICATION INFORMATION

Registrants in the following categories (RA04, RI04, RA06, RI06, RA07, RI07) are required to submit, at the time of registration, proof of licensure or a written letter on official letterhead and signed by a department supervisor verifying status. Individuals who register online will be given a two week grace period after the registration date to submit appropriate documentation to ITS via mail.

Registration forms without proper documentation or where proper documentation is not received within the two week grace period will automatically be charged at the higher Nonmedical rate (see price categories for RA08 and RI08).