

## National Conference Registration FAQs

### How do I register for the 2017 AAOHN National Conference?

- Go to this link: <http://aaohn.org/registration>
  - Note, you must be logged into [www.aaohn.org](http://www.aaohn.org) in order to access registration
  - If you are not a member of AAOHN or do not have an account on the website, you will be prompted to create an account on the website before you can go any further in the registration process.
- Select the conference registration type:
  - Full Conference Registration: Includes concurrent sessions, select social events, daily continental breakfast, two evening receptions, lunch on Wednesday, and all breaks. You will also have the option of adding any pre-conference workshops you wish to attend with this option.
  - Pre-Conference Workshops Only: Includes only the pre-conference workshops (Professional Development Workshops) and will not include or allow full conference registration options.
  - If you change your registration type, you must click the 'Update Price' button before continuing registration.
- Complete all of the required demographic information
- Next, you can elect to bring up to one guest
  - Note: this is optional additional fee
- Next, if you selected the full conference registration type, you will be taken to the add-on page. You can add Professional Development Workshops or special events to your registration here.
  - Note: All Professional Development Workshops and select special events do charge an additional fee to attend.
  - To register for Professional Development Workshops and special events, select any additional options, and click the 'Add' button to add them to your registration. Please note that some of the options may be mutually exclusive and may conflict with regards to time.
- Once completed you will be taken to your invoice to pay for your registration. The link to pay by credit card will be available on the invoice as well as an address to send check payments. Note: your registration is not complete until payment has been received and processed.

### What do I do if I want to register someone else?

- From the registration home page (<http://aaohn.org/registration>), click the 'Register someone else' link
  - Note that the person you want to register must have a user account. You can go here: <http://aaohn.org/li/in/> to login in or create a free guest account.
- Next, follow the same process as above.
- Note: you will be notified if the person you are trying to register is already registered for the conference.

### What if I can't go to the conference anymore, can I cancel?

- Cancellations received on or before March 15<sup>th</sup>, 2017 will receive a full refund minus a \$100 processing fee. No refunds will be issued for requests received after March 15<sup>th</sup>, 2017. All cancellation requests must be submitted in writing to [registration@aaohn.org](mailto:registration@aaohn.org). All refunds will be processed 6 to 8 weeks after the conference.

**What is the discount code?**

- Member discounts are automatically built into the registration system. If you are not seeing the member price, make sure you are logged in under your AAOHN member account. If you are still not seeing the member price, contact AAOHN headquarters at 312.321.5173 or [registration@aaohn.org](mailto:registration@aaohn.org).

**What if I want to register for the Global Summit?**

- Global Summit Registration is separate from the National Conference. If you want to register for the Global Summit, please go to [www.aaohn.org/globalsummitregistration](http://www.aaohn.org/globalsummitregistration)