



# Registration Instructions

- 1. General Registration** (Wednesday, Thursday, and Friday): Fee includes admission to meetings, general sessions, social events, refreshment breaks and exhibits. All ticketed meal functions require additional fees. It is important to indicate for which day(s) you are registering and which sessions you will be attending to ensure adequate seating. **Be advised that under-subscribed sessions may be canceled.** Room assignments and locations for sessions will be available at the registration desk.
- 2. Student Registration:** Students who are enrolled in a full time laboratory curriculum may register for one day only or for all 3 days at rates indicated. Fee includes admission to meetings, student forum, general sessions, social events, refreshment breaks and exhibits. All ticketed meal functions require additional fees. It is important to indicate for which day(s) you are registering and which sessions you will be attending to ensure adequate seating. **Be advised that under-subscribed sessions may be canceled.** Room assignments and locations for sessions will be available at the registration desk.
- 3. Institutional Registration:** Passes may be purchased to enable several employees from an institution to attend selected seminars during the meeting without each person needing to register for a single day. **A list of individuals who will be using the Institutional Badge and sessions they will be attending must accompany the registration. Please provide the name of a contact individual for questions concerning the registration.** The Institutional Registration Packet includes a name badge that must be worn by the individual using the registration at that time.
- 4. Phlebotomy Registration (Friday):** Fee includes admission to sessions 40, 45, 50, 55 & 60 and refreshment break. The Friday luncheon is NOT included and requires advance purchase of ticket.
- 5. Guest Pass:** Includes access to exhibits, social events and the poster sessions. Meal functions and sessions requiring special fees are NOT included and must be purchased separately.
- 6. Emeritus members of ASCLS:** Receive complimentary General Registration; however a registration form must be submitted so a badge can be prepared. Meal functions and sessions requiring special fees are NOT included and must be purchased separately.
- 7. Early registration:** Registration forms with payment must be postmarked by March 29, 2010, to receive the discounted rate. After this date, ALL registrants MUST pay an additional \$10 fee. Registrations may be faxed to (715) 833-8656 to qualify for early registration. Payment should then be sent prior to the meeting. Meal function tickets reserved by fax must be paid by March 25<sup>th</sup> or the reservation will be canceled. Meal function tickets will not be available for purchase on the day of the event.
- 8. Payment of fees:** Enter billing address at top of previous page and credit card information below or mail check (U.S. dollars only), payable to MSCLS and registration form to MSCLS Annual Meeting, c/o Classic Events, Inc. 5395 North Shore Drive, Eau Claire, WI 54703. For questions contact Joy Bergeron at (800) 296-5954 or email to: joy@classicevents.net.

Check one:  VISA  MasterCard Exp Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Account Number: 

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- 9. Cancellation policy:** Refunds equal to the amount paid, less \$10.00 administrative fee, will be given to those registrants whose written notice of cancellation is received by March 29, 2010. Notification may be faxed to (715) 833-8656. After March 29, 2010, 50% of any fees paid will be refunded if MSCLS received notification by April 1, 2010. Cancellations after April 7 may not be refunded.
- 10. Special needs:** If you have special needs that require accommodation, contact Joy Bergeron at (800) 296-5954 to make appropriate arrangements.
- 11. Registrant directory:** MSCLS will develop a directory of all conference registrants that will be available to attendees and exhibitors upon request. Please check the box near the top of the registration form if you would like your name **withheld** from this directory.

