



# CAEP CON 2017

CONVENING  
FOR  
EXCELLENCE

## Registration Guidelines

	ONLINE Dec 6 – Feb 22, 2017 Checks or Visa/MC	ONSITE March 22-24, 2017 Visa/MC only
Individual	\$635	\$695
Group Discount: 3 Individuals	\$575 /person	N/A
Group Discount: 4 Individuals	\$520/person	N/A
Group Discount: 5 Individuals	\$470/person	N/A
Group discount: 6+ Individuals	\$425/person	N/A
Assessment Acclamations: Improvement Together	\$225	N/A
The CAEP Inquiry Brief (IB) Self Study Report: A Workshop Exclusively for EPPs with a Scheduled Site Visit through Fall 2018	\$225	N/A
The CAEP Selected Improvement (SI) Self Study Report: A Workshop Exclusively for EPPs with a Scheduled Site Visit through Fall 2018	\$225	N/A

### Special Requirements

Participants with special needs or food restrictions should note them on the online registration form. Requests for special accommodations should be requested on the online registration form, but no later than February 22, 2017, so that appropriate arrangements can be made.

### Group Rates

Group discount registration fees will be applied to different group sizes. Discounts will be provided to individuals that register from the same institution/company. **Group registrations must be made all at the same time.** Use the “Add a person” button during online registration to add multiple individuals. **Group discounts not available onsite. IMPORTANT NOTE:** *Once the registration record is complete and payment has been submitted, you will not be able to add another individual to that record. No retroactive group rates will be given.*

### Duplicate Registrations

**Before registering** one or multiple registrants, confer with colleagues and other departments to avoid duplicate registrations. Cancellation/refunds for duplicate registrations will be handled in the same manner as the Cancellation Policy noted below.

## Payment Options

- Credit Card (VISA or MasterCard)
- Purchase Order (Check)

Payment (Check) for Purchase Order must be received in CAEP offices within 21 days of online registration. Registration(s) will be automatically cancelled after payment deadline. Onsite registration will be accepted with credit card (VISA or MasterCard) payments only.

Please note the registration confirmation number and attendee name(s) on the memo portion of the check, and include a copy of your confirmation receipt when mailing in the check payment.

Please use email confirmation receipts for your internal Purchase Order processing purposes. CAEP does not need a copy of your Purchase Order. CAEP does not provide a separate invoice for conference registration.

## Confirmation

Do not consider your registration complete until you have received the confirmation email. If registering and making payment by credit card, an automated email will be sent to the address on record. If paying by Purchase Order, registration(s) are not considered confirmed until payment is processed. Written confirmation of your registration will be emailed immediately after payment has been received and processed.

## Workshop Policy

**No refunds will be issued for Workshops.** Workshops require separate registration and fee.

Registration does **NOT** include housing, travel or personal expenses. No day or guest passes are offered.

## Cancellation Policy

Registration cancellations must be received in writing via [events@caepnet.org](mailto:events@caepnet.org). Registrations cannot be cancelled over the telephone. Cancellation notification must be received by February 22, 2017. All refund requests received after this date will be denied. Refunds will be issued by check to the person or institution/organization that originally issued payment. **Refund payments will not be processed until after the conference is over; please allow up to six weeks for processing.** Registration cancellations will adhere to the cancellation policy dates below, no exceptions.

Written Cancellation Received	Refund/Credit/Due
December 6, 2016 – January 24, 2017	Full refund of monies paid (less \$150 administrative fee per registration record)
January 25, 2017 – February 22, 2017	50% refund
February 23 – March 24, 2017	No refunds

## Substitution Policy

After registration, you may make a name substitution online. A unique substitution link is provided on your registration receipt. [Click here](#) to regenerate your receipt; for this, you will need to provide your registration number **and** email address. Substitutions are permitted as long as they are from the same institution and the request is received prior to the registration deadline: February 22, 2017. Substitutions after February 22, 2017 will only be processed onsite.

**Nationwide Event Inclement Weather Policy**

CAEP conferences will be cancelled due to inclement weather or other acts of nature (including, but not limited to, flood, fire, or natural disaster) only if the venue and/or location of the event is closed or provides notice to CAEP of its inability to hold the event, or if the local government declares an emergency status is in effect for the location of the event.

If a CAEP conference is cancelled due to inclement weather or other acts of nature as set forth herein, every attempt will be made to reschedule the event and your registration fee will be applied to the rescheduled event date. If CAEP is unable to reschedule the event, your registration fee will be refunded or be applied to the next CAEP Conference. Any travel expenses that may have been incurred cannot be refunded under any circumstances. If the CAEP event is held, but weather conditions (whether forecasted or actualized) prohibit you from traveling, CAEP will not provide refund for your registration fee.

**Press Registration**

Members of the press wishing to register for press credentials, please contact: [Tiffany Erickson, Director of Communications](#)