

REGISTRATION INSTRUCTIONS

Session Details: ACHE-AMSUS 2019 (Pre-Conference Session)

Date: December 2, 2019

Location: Gaylord National Harbor Hotel & Resort

Time: 1300-1700

Room:

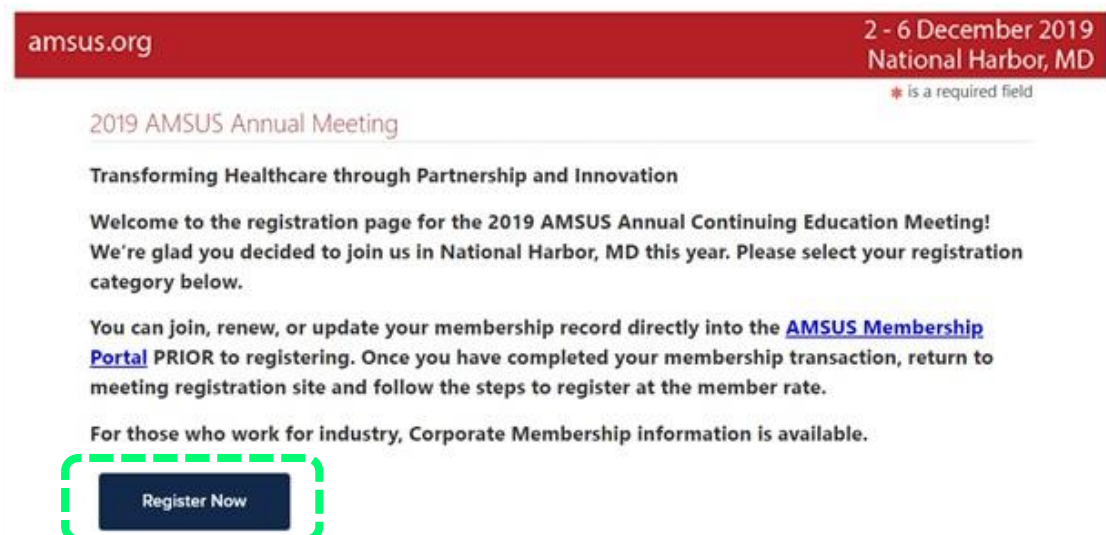
*The following instruction is applicable for Registrants **ONLY** attending the ACHE-AMSUS Pre-Conference session. Feel free to contact AMSUS with any registration related questions:*

Jeanette Naiman, CMP, HMCC
Director of Meetings
12154 Darnestown Road #506 | Gaithersburg, MD 20878-2206
301-828-1589
jeanette.naiman@amsus.org
amsusmeetings.org

Step 1 of 8

Open your internet browser and go to the registration webpage listed below. Click on the Registration Link.

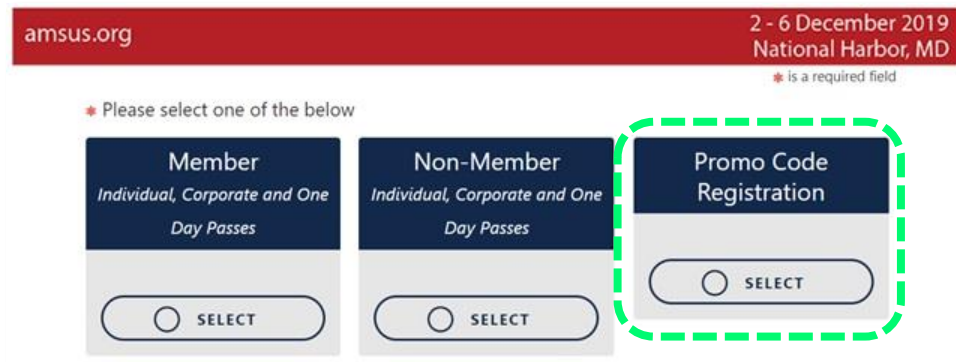
<https://reg.eventray.com/r/orchid/AMSUS19>



The screenshot shows the registration page for the 2019 AMSUS Annual Meeting. At the top, there is a red header with the text "amsus.org" on the left and "2 - 6 December 2019 National Harbor, MD" on the right. Below the header, the page title is "2019 AMSUS Annual Meeting". The main heading is "Transforming Healthcare through Partnership and Innovation". The text reads: "Welcome to the registration page for the 2019 AMSUS Annual Continuing Education Meeting! We're glad you decided to join us in National Harbor, MD this year. Please select your registration category below." Below this, it says: "You can join, renew, or update your membership record directly into the [AMSUS Membership Portal](#) PRIOR to registering. Once you have completed your membership transaction, return to meeting registration site and follow the steps to register at the member rate." At the bottom, it states: "For those who work for industry, Corporate Membership information is available." A "Register Now" button is highlighted with a green dashed border.

Step 2 of 8

Click on the “Promo Code Registration” Select option:



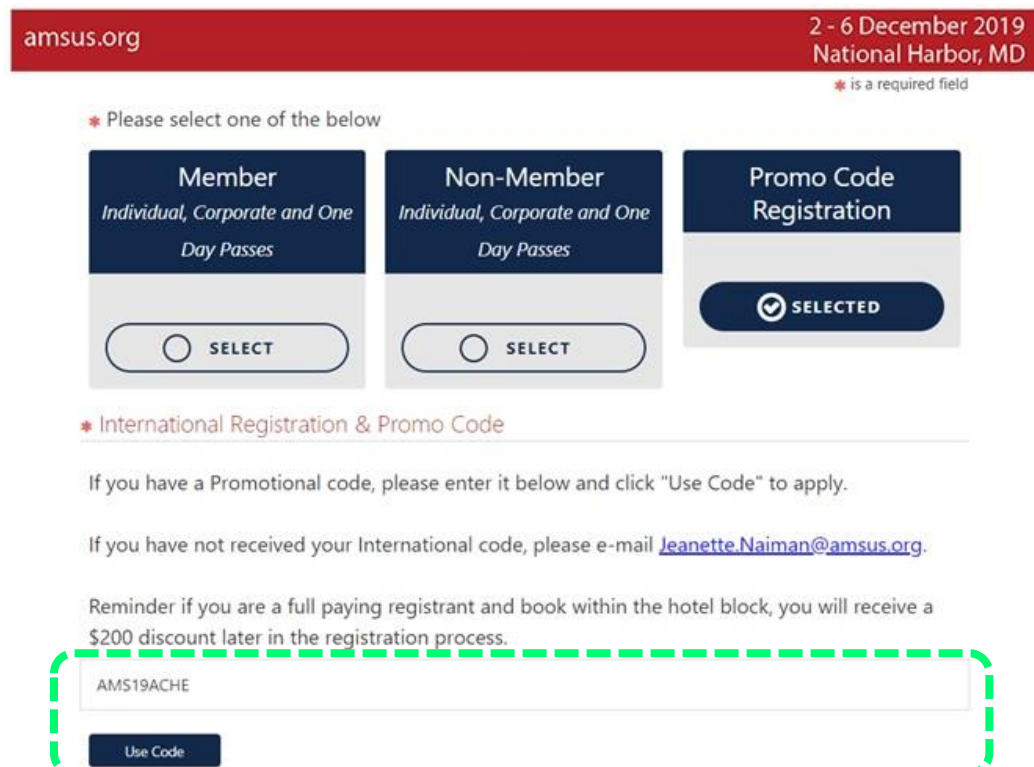
amsus.org 2 - 6 December 2019
National Harbor, MD
* is a required field

* Please select one of the below

Member <i>Individual, Corporate and One Day Passes</i>	Non-Member <i>Individual, Corporate and One Day Passes</i>	Promo Code Registration
<input type="radio"/> SELECT	<input type="radio"/> SELECT	<input checked="" type="radio"/> SELECT

Step 3 of 8

Enter the code: AMS19ACHE in the box below and click on “use code”:



amsus.org 2 - 6 December 2019
National Harbor, MD
* is a required field

* Please select one of the below

Member <i>Individual, Corporate and One Day Passes</i>	Non-Member <i>Individual, Corporate and One Day Passes</i>	Promo Code Registration
<input type="radio"/> SELECT	<input type="radio"/> SELECT	<input checked="" type="radio"/> SELECTED

* International Registration & Promo Code

If you have a Promotional code, please enter it below and click "Use Code" to apply.

If you have not received your International code, please e-mail Jeanette.Naiman@amsus.org.

Reminder if you are a full paying registrant and book within the hotel block, you will receive a \$200 discount later in the registration process.

AMS19ACHE

Use Code

Step 4 of 8

Verify the entered code appears and is listed as “Current Code: AMS19ACHE”.

Select “Next” at the bottom of the page.

* is a required field

* Please select one of the below

<p>Member <i>Individual, Corporate and One Day Passes</i></p> <p><input type="radio"/> SELECT</p>	<p>Non-Member <i>Individual, Corporate and One Day Passes</i></p> <p><input type="radio"/> SELECT</p>	<p>Promo Code Registration</p> <p><input checked="" type="radio"/> SELECTED</p>
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* International Registration & Promo Code

Current Code: AMS19ACHE

Step 5 of 8

Verify that the following information appears on your screen. “ACHE \$35.00”

Select “Next” at the bottom of the page.

Registration Fee

* Select your registration type below and click “Next”.

<p>ACHE</p> <p>\$35.00</p> <p><input checked="" type="radio"/> SELECTED</p>

Step 6 of 8

Fill out all required information.

Select “Next” at the bottom of the page.

Contact Information

• Name

Prefix

First

Middle

Last

Suffix

• Email

CC Email Address

• Organization/Company

Previous Next

Step 7 of 8

Review the aforementioned Terms and Conditions and check the box as illustrated below.

Select “Next” at the bottom of the page.

Terms and Conditions

Cancellations must be submitted by Friday 22 November 2019 will be charged a \$50.00 processing fee. Cancellations received after 22 November will not be refunded unless it is due to deployment or death in the immediate family.

Cancellation requests should be sent to Jeanette.nalman@amsus.org or 301-828-1589.

Membership fees are non-refundable

• I agree to the Terms and Conditions

Previous Next

Step 8 of 8

The following steps are standard windows for payment processing.