

**Student National Medical Association
Annual Medical Education Conference
PARTICIPANT REGISTRATION FORM
March 31—April 4, 2010 in Chicago, Illinois**



AMEC HEALTHY IMPACT 2010
EDUCATE - ADVOCATE - EMPOWER

You can register online at www.snma.org! A current SNMA Membership is required to register for the conference.

Office Use Only	
Date Rec.	_____
Amt. Paid-Reg.	_____
Amt. Paid-Mem.	_____
Ck./MO#	_____
CC Auth.	_____
Other:	_____

Contact Information (please print clearly)

SNMA Member # (if known) _____

Name (Last) _____ (First) _____ MI _____
 Address _____ Telephone _____
 City/State/Zip Code _____ E-Mail _____
 Name School/Office _____

Conference Registration (check one)

(circle): **Regular** **Late/On-Site**

Student Members:

___ Active Medical Student = \$245 \$315

TIONS

___ Associate Member (undergraduates, pre-medical students) = \$195 \$245

Non-Student Members:

___ Physician/Patron (chaperon, undergraduate advisor, other) = \$320 \$370

*The deadline for early registration is October 31, 2009.

Diagnostic Exam Registration (choose one)

___ USMLE Step 1 ___ COMLEX Step 1
 ___ USMLE Step 2 ___ MCAT (workshop and materials only) = \$ 15 \$ 15 N/A

Membership Dues (check one, if applicable) **

___ Active (Medical Student) 4-years: \$100
 ___ Active (Medical Student) 1 year: \$30 (only after initial \$100 payment)
 ___ Associate (Pre-Medical Student) 1 year: \$25
 ___ Associate (Pre-medical Student) 2 years: \$35
 ___ Physician/Patron 1 year: \$50
 ___ Life Member (Active/Associate): \$300
 ___ Life Member (Physician/Patron): \$600 = \$ _____

** Membership fees paid now are in effect for the membership year 2009-2010, ending November 2010 and so on.

Extra Event Tickets ***

	Number Additional	Registered Pre-Paid	On-Site Purchase	
President's Installation Luncheon	_____	\$100	\$130	
Pre-Medical Forum Luncheon	_____	\$ 70	\$100	
BOD Banquet and Ball	_____	\$130	\$160	
Social Event (may be several for one fee)	_____	\$ 35	\$ 50 =	\$ _____

*** Each registered person automatically receives three tickets. Refer to on-line registration details for allocation.

SNMA Contribution/Donation (voluntary) = \$ _____

PAYMENT

Email address of person paying (required): _____

Check one:

___ Payment by check is enclosed. (Make all checks payable to **Student National Medical Association**)
 ___ A purchase order is enclosed, to be paid by _____
 ___ Charge my fees to this credit card: ___ Visa ___ MasterCard ___ Discover ___ American Express
 Account #: _____ Sec. Code _____ Expiration Date: _____
 Name on Account, if different from applicant: _____
 Account holder's signature: _____ Today's Date: _____

AWDA and other designations: (1) I require the following auxiliary aid(s) at the hotel: _____
 (Check, as appropriate): (2) I am a graduating medical student (Class of 2010): **Y N** (3) I am a vegetarian (for catering purposes): **Y N**

I acknowledge that I have read and agree to the *Terms and Conditions* and other provisions specified in the printed and on-line written details for the SNMA 2010 Annual Medical Education Conference in Chicago, Illinois. _____ Date _____

Signature (adult individual or guardian)

RETURN INSTRUCTIONS

Mail this form and payment to:
SNMA
5113 Georgia Avenue, NW
Washington, DC 20011

All AMEC registrations by mail must be postmarked by the deadline dates (see below) for *Early and Regular Registration*.

Late Registration may be paid on-line or post-marked on or before March 15, 2010 to be processed at National Headquarters. After this date, you must pay on-site in Chicago.

Fax forms only if paying by credit card to (202) 882-2886.

Please check, if appropriate:

___ I am a pre-medical student and wish to go on a tour of a medical school.

IMPORTANT DEADLINES

Early Registration Ends:
 October 31, 2009 (or December 15, 2009 for certified Regional Conference attendees).
Regular Registration Ends:
 February 15, 2010.

TERMS AND CONDITIONS OF AMEC PARTICIPANT REGISTRATION

The SNMA Conference Program

The SNMA Annual Medical Education Conference (AMEC) is not a public offering. It is designed especially for SNMA members and promoted as a complete package. Total conference costs are supported through sponsorship and other revenue-generating methods, so that fees can be discounted for SNMA members. Therefore, SNMA's registration requirements and fees may be somewhat more inflexible than those of other national meetings. The conference package includes some activities and meal functions that are ticketed and some which are not. Because of our agreements with certain sponsors and service providers, we are not able to sell pieces or one day segments of the conference. Please do not call National Headquarters (NH) asking for special rates to attend on one day or another or for other exceptions because your personal schedule restricts your attendance in some way. The information contained herein pertains to "Participant Registration" for the AMEC and not to any exhibit component. Visit the SNMA web site or contact National Headquarters to obtain information about exhibiting (and related fees).

Membership Status

Know your membership status! You must be a current SNMA member to register for the conference program. Non-students, undergraduate advisors, or chaperones who attend must also obtain a membership, if they do not already have one. You may apply and pay for a SNMA membership along with your conference registration or you can send them separately. To take advantage of the discounted pre-registration rates, though, a membership application and payment must be postmarked by February 15, 2010. If you are just now paying for a membership, you will be paying in the administrative year that begins in November 2009, and you will become a current member for the 2009-2010 membership year, which ends in November 2010 (unless you are paying for Life Membership).

"Is my membership current?" Typically, if you have received this conference information in the mail or electronically, you are already a current SNMA member. However, if you have to download registration information from the SNMA web site or have had to ask our National Headquarters (NH) to mail you a copy, it is very likely your membership has recently expired or NH has not received your member application and payment at all. First year medical students and undergraduates who must renew their membership annually are most often the ones for whom the NH must collect dues concurrent with conference registration fees.

If you have questions about your member status, check with your SNMA chapter officer or email NH—Member and Chapter Services at memberinfo@snma.org. Do this *before* completing and sending your conference registration form, so that you may be certain of paying the correct fees and are not inconvenienced when you arrive in Chicago. Remember, your membership must be postmarked by February 15, 2010, in order not to incur a late conference registration fee.

Membership Definitions

For purposes of establishing this conference's participation criteria, active members are medical students who are currently enrolled in an allopathic or osteopathic medical teaching program and who have paid SNMA's standard four-year membership fee of \$100 (or a \$30 annual payment allowed for students continuing beyond the first four years). Associate members are college students in pre-medical programs, high school students or those enrolled in health related, non-medicine professional programs who have paid the SNMA annual membership fee of \$25 or a two year fee of \$35. Non-student registration embraces our professional members who are physicians, patrons, educators, and other supporters of SNMA programs. Physician/Patron membership requires an annual payment of \$50.

Delegate Status

Any current SNMA member may attend the Annual Medical Education Conference (AMEC) and participate fully in conference events, including the House of Delegates (HOD). However, not every attendee is a Delegate. Delegates have voting privileges in the HOD and are selected by each SNMA chapter in accordance with delegate apportionment guidelines, as determined each year by the SNMA Membership and Credentials Committee. Check with your chapter officers if you are interested in Delegate status. Some HOD sessions are

closed to Non-Delegates. Closed sessions are announced in advance.

Registration Allowances

Conference admission is restricted to those whose registration forms and fees have been received and processed by the SNMA National Headquarters, and who have been given the appropriate credentials. Only registered individuals holding badges may attend all conference events. This restriction is imposed to protect the integrity and exclusivity of the annual national event, as well as to meet our security, insurance, and contractual obligations. A spouse or friend who may be sharing a hotel room with a registered individual need not register for the entire conference program, but may purchase separate tickets for certain events. However, they will not be issued name badges and, therefore, will be prohibited from attending all other component activities.

Pre-medical students and their advisors or chaperones are encouraged to attend all aspects of the medical conference, not just those specifically designated as "PmF" in the schedule, unless there is a specific ticket requirement for admission.

The Pre-medical Forum (PmF) Recruitment Fair is a component of the SNMA's AMEC requiring a separate application form and fees for the medical school offices that participate. These offices must register in advance. Do not assume that because you have registered for the conference as a medical student participant, that you are automatically entitled to represent your medical school in the Pre-medical Forum Recruitment Fair. You are not! If this activity is of interest to you, have an administrator at your school download the 2010 AMEC Exhibit Registration Form from our website or request that an application be sent in the mail or electronically.

Substitutions

Participants who have registered for the AMEC, but find that they are unable to attend may have someone else use their registration. Written notification and authorization to NH-Member and Chapter Services (memberinfo@snma.org) must be furnished in order for our staff to transfer one person's registration and payment to another individual. Notification should originate from the original applicant or entity that has paid the fee. The name and other contact information of the substitute person must be included in the communication. The person substituted must also be an active SNMA member or he/she will need to pay a membership fee and late fees, if applicable. Notification about a substitution may be at no additional charge up until March 1, 2010. After March 1, if you have registered but find that you are unable to attend the conference and you have not named a substitute, you will be deemed a *no show*. Any fees paid for the registration will be treated as a cancellation and the fees paid forfeited.

Settling Prior Debt

Persons with outstanding balances from a previous SNMA annual conference will not be registered for the Chicago program until the prior debt is reconciled. Persons owing any outstanding balance must settle any prior conference debt prior to registering for the 2010 AMEC, a SNMA policy which is strictly enforced.

Cancellations/Refunds

You may cancel and expect a full refund up until **February 15, 2010**. Notice of a cancellation must be sent in writing to National Headquarters (this includes email messages). Persons canceling after the February 15th deadline will forfeit the conference registration fee, since certain costs for participants will already have been committed or paid. Allowable refunds are not made until after SNMA has settled all accounts and obligations, usually after or about 90 days following the close of the conference.

Distribution/Availability of Conference Materials

One reason for urging as many people as possible to register early is to ensure that we have provided for adequate supplies for participants at the AMEC. We make every effort to stock supplies for all conference attendees. However, we only *guarantee* conference kits to those who have pre-registered by the deadline. Although we try to accurately predict the number of persons who will register on site, this is a matter over which we have no control. There have been instances where there were unusually large numbers of on site registrations, materials have run out. Help us to avoid this inconvenience and disservice to others by registering early!

Late Arrivals at the Conference

We will "hold" conference materials for pre-registered attendees who may be arriving late at the conference site. If you find that your arrival in Chicago will be significantly late, after the program has gotten underway, let us know. Email us (memberinfo@snma.org) by March 15 and we will list you as a late arrival, holding your materials for you until your arrival. After that time, any uncollected conference materials may be given to on-site registrants who might not have received conference packets. We will *not* mail conference kits to pre-registered no shows.

We make no such provisions about the availability of conference materials to those registering on site! Although every effort is made to assure that all those who register have complete conference packages, some or all materials could be exhausted, if there are large numbers of on-site registrations. In the event of a shortage of complete conference kits, on-site registrants will be given a rain check to receive—after 10:00 am Saturday—any conference kits that remain.

Availability and Management of Event Tickets

Event tickets are not refundable, nor will lost tickets be replaced. You are also forewarned that, in some conference locations, the hotel and/or local ordinance may set strict limits on seating at certain events and we can only seat those persons who are holding pre-sold tickets. If on-site registration numbers at the conference are unusually high, it could mean that certain event tickets may be limited and/or for which late registration could result in diminished services or materials. If such is the case, the ability for National Headquarters (NH) to extend reduced rates or to allow alternate accommodations for those registering on-site is based strictly upon decisions made by the SNMA Executive Committee at the time. To get the benefit of complete, unencumbered conference participation, *register early!*

Limits of Liability

With the cooperation of the host hotel, SNMA prepares a conference program that is designed to enhance students' academic and career pursuits and to afford them opportunities for beneficial networking with other students and career professionals. In addition, on-site accommodations (including provisions for registration and daily administration of the conference) are arranged in compliance with contractual obligations and/or legal requirements to ensure the reasonable convenience, comfort, and safety for all attendees. Accordingly, the SNMA interprets that an individual from whom an AMEC Participant Registration form has been received has read and understands the *Terms and Conditions* stated herein, they agree to SNMA's policies and procedures, and they have therefore registered for the AMEC as a matter of choice.

In registering for the AMEC, all applicants agree to exempt SNMA and the host hotel from liability for inconvenience, illness, injury, or loss of property he/she may experience while in attendance at the conference, at either on-site or off-site events, whether he/she is officially registered for the AMEC or not or is merely a ticket holder or casual observer. We expect that students who are under the age of legal consent will ask a parent or representative authority to sign or co-sign the registration form. SNMA shall interpret upon receipt of the signed AMEC Registration Form that a parent or representative authority has fully read and agrees with the provisions of Participant Registration, as described throughout this document, and that they are consenting to the registration of a non-adult for whom they may be responsible, including making arrangements for safe travel, suitable accommodations, and appropriate supervision at the conference location.

Extraordinary Circumstances

Any special conditions or extenuating circumstances that are incompatible with these policies and instructions should be put in writing and communicated to the SNMA National Headquarters as soon as possible, but no later than March 1, 2010. Any exceptions or allowances will be made only at the discretion of SNMA's Executive Officers.

For more information regarding AMEC Participant Registration, contact SNMA National Headquarters at 202-882-2881 or visit the SNMA website at www.snma.org. SEE YOU IN CHICAGO!