

Registration Information & Policies

4 Ways to Register

Via Facsimile 443-535-4055

Online www.nsh.org Select Meetings/Events>Annual Symposium Convention

Via Mail NSH, 10320 Little Patuxent Parkway, Suite 804, Columbia, MD 21044

In Person If you are unable to register before September 9, 2011, register on-site at the Registration Desk in the Duke Energy Convention Center. Please note that registering onsite requires a \$70.00 registration fee for NSH members and a \$150 registration fee for non NSH members.

Registration Fees

NSH Member: \$35.00 **Non Member:** \$125.00

After August 19, 2011 - **NSH Member:** \$70.00 **Non Member:** \$150.00

Registration Fee includes a welcome packet at check in, admittance to keynote lectures & exhibit hall, and continental breakfast each day.

Workshops fees are charged on an ala carte basis.

Type of Workshop	Professional Rate	Student Rate
90 Minutes	\$25.00	n/a
1/2 Day	\$40.00	\$20.00
Full Day	\$80.00	\$80.00

Student Discounts Reduced workshop fees are provided to NSH student members enrolled in an accredited school of histotechnology. Verification of enrollment is required. A verification form requesting a signature of the school program director will be sent via email once your registration is processed. If the verification form is not completed on time you will be invoiced for the additional workshop fees.

Guest Passes Registered NSH attendees can register up to 2 guests for the fee of \$30.00 per guest. Guest badges will provide access to the NSH Exhibit Hall and the daily continental breakfast. Guests are not permitted into workshops or lectures. Guests must be 18 years of age.

Exhibit Hall Only Passes The trade show floor is open to qualified individuals in histology and pathology only. This ensures a high buyer/supplier ratio. Local technologists and pathologists unable to attend the meeting are welcome to visit the exhibits anytime during scheduled hours. Bring your business card or proof of employment to the NSH registration desk to obtain a complimentary exhibit hall only one day pass.

Payment Payment in full is due with your registration - this includes the registration fee & all workshop fees.

Registrants can pay by:

1. Check made payable to the National Society for Histotechnology (Canadian and Foreign checks must be paid in U.S. Funds drawn on a U.S. Bank.)
2. Credit Card (Visa, MasterCard, American Express)
3. Fully Executed Purchase Order – a copy of the purchase order must accompany your registration form.
4. Money Order

Continuing Education Credit (Contact Hours) All NSH sponsored educational sessions have been approved for NSH contact hours and count toward your CMP.

90 Minute Workshop	=	1.5 Hours
Half Day Workshop	=	3 Hours
Full Day Workshop	=	6 Hours
Lecture Series	=	2 Hours

Once attendance records are reconciled contact hour certificates are made available. NSH members access their certificates via their “My NSH” portal online. Nonmembers will be mailed their certificates to the address listed on their Symposium/Convention registration.

Reasonable Accommodation Requests If you wish to register for the Convention and you have an accommodation request or special need (physical limitations, dietary restrictions, etc.) please submit your request in writing to NSH Meeting Manager, Aubrey Wanner, aubrey@nsh.org or via fax, 443-535-4055. Attendees in need of special services must register early. Registrations for the hearing impaired will require special coordination to ensure interpreters are available.

Badges Attendees registering in advance may pick up their badge & welcome packet at the NSH Registration Desk in the Duke Energy Convention Center. Attendees will not be allowed to pick up other attendee badges or materials.

Confirmation Letter You will receive a confirmation letter via email once you are registered for the convention. If you have not received a confirmation letter within three weeks of submitting your registration, please contact an NSH staff member at 443-535-4060.

Email Address NSH requires a unique email address per registration. This email is used for communications between NSH staff and the registered attendee including the confirmation, workshop cancellations or changes, vendor announcements etc. NSH will not register multiple people with one email address nor will NSH register an individual without an email address.

Cancellations/Substitutions All cancellations must be received in writing by August 19, 2011. Cancellations received in writing by this date will be charged the Registration Fee but all workshop fees will be refunded. Banquet tickets are nonrefundable. Cancellations received after August 19, 2011 (without provisions for a substitute) and no-shows are responsible for all convention fees. Cancellations will not be accepted by phone. Please note: Cancellations, for any reason, will not be accepted for persons registering after the deadline of August 19, 2011. Substitutions will be accepted at any time, at no additional charge.

Reimbursements No cash exchange or refunds are provided on-site. Reimbursements are processed after the conclusion of the convention and will be sent to the payer.

Consent for Use of Photographic Images Registration and attendance at, or participation in, NSH meetings and other activities constitutes an agreement by the registrant to permit NSH's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, audiotapes of such events and activities.



37th Annual Symposium/Convention Registration Form

Step 1: Registrant Contact Information

Name: _____ Credentials (HT, MD, Phd etc) _____

Badge Name: _____

Company: _____

Title: _____ Department: _____

Email (required for registration): _____

Business Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: (_____) _____ - _____

Emergency Contact Name: _____ Phone: (_____) _____ - _____

Step 2: Guest Contact Information (See Page 66 for Guest Pass Details)

I don't plan to bring a guest

I would like to bring a guest (cost \$30.00)

Guest Name: _____

Email: _____

Telephone: (_____) _____ - _____

Step 3: Check Your NSH Membership Status (this information determines convention pricing)

Current member, my dues are paid

Current member, I would to renew for 2012 (\$80)

New member, I would like to join today (\$140, Membership Expires 12/31/2012)

No thanks, I am not a member and don't wish to join

Step 4: Social Functions (ticket required)

I am a first time attendee and will attend the Friday evening Welcome Reception (Cost is \$0)

I am a first time attendee but WILL NOT attend the Friday evening Welcome Reception

I plan to attend the Annual Awards Banquet on Sunday & wish to purchase

_____ x \$40 = \$ _____

of tickets total amount due

I plan to attend NSH at the Ballpark on Tuesday evening & wish to purchase

_____ x \$35 = \$ _____

of tickets total amount due



37th Annual Symposium/Convention Registration Form (Continued)

Step 5: Workshop Selection

Please indicate your 1st, 2nd & 3rd choice by writing the Workshop Number in the appropriate time slot on the Workshop Selection Chart below. NSH Staff will do our best to assign you the workshops of your choice however workshops are assigned on a first come, first serve basis and therefore your 2nd & 3rd choices are very important. Please note if you select an All Day workshop as a 1st choice please include 90 minute or half day sessions as a 2nd choice. Changes to workshop schedules may incur administrative fees.

Day/Time	Available Workshops	1st Choice	2nd Choice	3rd Choice
Saturday All Day	WS 1 – 2			
Sat. 8am – 11:30am	WS 3-13			
Sat. 1pm – 2:30pm	WS 14-24			
Sat. 3pm – 4:30pm	WS 25-36			
Sun. 8am – 9:30am	WS 37-48			
Sun. 9:45am – 10:45am		KEYNOTE	LECTURE	OPEN To ALL
Sun. 12:30pm – 4:30pm	WS 49-61			
Monday All Day	WS 62			
Mon. 8am – 9:30am	WS 63-74			
Mon. 9:45am – 10:45am		KEYNOTE	LECTURE	OPEN To ALL
Mon. 1:30pm – 5pm	WS 75-85			
Tuesday All Day	WS 86			
Tues. 8am – 11:30am	WS 87-95			
Tues. 12:30pm – 4:00pm	WS 96-105			
Wednesday All Day	WS 106			
Wed. 8am – 11:30am	WS 107-113			
Wed. 1pm – 4:30pm	WS 114-121			

Step 6: Payment Information (your registration will not be processed without full payment)

Membership Dues	\$	CONVENTION FEE INSET: NSH Member: \$35.00 Non Member: \$125.00 (\$70.00/\$150.00 After August 19, 2011) Guest: \$30.00 Banquet Fee: \$40.00 NSH Ballpark Night \$35.00 Workshops fees: <table border="1"> <thead> <tr> <th>Type of Workshop</th> <th>Professional Rate</th> <th>Student Rate</th> </tr> </thead> <tbody> <tr> <td>90 Minutes</td> <td>\$25.00</td> <td>n/a</td> </tr> <tr> <td>1/2 Day</td> <td>\$40.00</td> <td>\$20.00</td> </tr> <tr> <td>Full Day</td> <td>\$80.00</td> <td>\$40.00</td> </tr> </tbody> </table>	Type of Workshop	Professional Rate	Student Rate	90 Minutes	\$25.00	n/a	1/2 Day	\$40.00	\$20.00	Full Day	\$80.00	\$40.00
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1/2 Day	\$40.00		\$20.00											
Full Day	\$80.00		\$40.00											
Registration Fee	\$													
90 minute Workshops	\$													
Half Day Workshops	\$													
Full Day Workshops	\$													
Guest (See Step 2)	\$													
Banquet Tickets (See Step 4)	\$													
NSH Night at the Ballpark (See Step 4)	\$													
GRAND TOTAL DUE:	\$													

Payment Information: (Please note that funds must be in US Dollars on a US Bank); NSH Tax ID # 52-1111284

- Check Enclosed \$ _____
 Purchase Order #: _____
 Charge my credit card \$ _____
 (Visa, Mastercard, or American Express)

Name on Card: _____

Cardholder Signature: _____

Cardholder Email/Phone: _____

CC #: _____ Exp Date. _____

Step 7: Submit Your Registration

Please note that submitting your registration binds you to all NSH registration policies found in the NSH SC Registration Brochure.

Fax: (443) 535-4055

Via Mail: 10320 Little Patuxent Pkwy, Suite 804 Columbia, MD 21044

