



# 27th Annual Conference & Expo Registration Form • June 26-30, 2017 • Austin, TX

To register using this form, complete information, then fax or mail this page. See below for details.\*\*

Phone: (501)225-2229 • Secure Fax: (301) 694-5124 • Email: cmsa@cmsa.org • Web: www.cmsa.org/conference



## ATTENDEE INFORMATION

\*INDICATES INFORMATION THAT WILL APPEAR ON NAME BADGE.

\*Last: \_\_\_\_\_ \*First: \_\_\_\_\_ \*Credentials: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ \*Company: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  Home  Company State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext.: \_\_\_\_ ++ \_\_\_\_\_ Fax: \_\_\_\_\_ Primary Cell Phone: \_\_\_\_\_  
 Home  Company

### A. FULL-CONFERENCE SELECTION & FEES

(Each Full-Conference Registration Includes Opening Night Activity with Meal & Live Entertainment)

CONFERENCE REGISTRATION TYPE:	EARLY BIRD (THRU - Mar 31)	STD. RATE (Begins Apr 1)	TOTAL
Standard FULL Registration	\$759	\$879	
Military/VA Attendees (ID Required)	\$709	\$709	

**\$150 CMSA Member Discount.** (Only Valid Toward FULL-Conference Registration.)  
Must provide current CMSA membership number (please print): \_\_\_\_\_  
Or attach completed member application to this form (see pg. 2 below).

**\$100 Group Discount.** (Only available when paying and submitting three (3) or more registrations TOGETHER)

### VIP EXPERIENCE. LIMITED TO 100 REGISTRATIONS. UPGRADE AMOUNT: \$159.

PRE-CONFERENCE	PRE-CONFERENCE SESSIONS MONDAY	POST CONFERENCE SESSIONS FRIDAY	
<input type="checkbox"/> PC1 CCM Prep Course \$399 Sunday, June 25, 12:30p - 5:00p Monday, June 26, 8:00a - 5:00p  <input type="checkbox"/> PC2 - 8am - 5pm Military/VA/DoD Day \$100 Monday, June 26, 7:30a - 5:15p	<input type="checkbox"/> PC3: 8am – 12pm The Integrated Case Management Manual: Written for Case Managers by Case Managers (Included in Reg. Fee)  <input type="checkbox"/> PC4: 1pm – 5pm Setting the Standard through Application of the New Core Curriculum (Included in Reg. Fee)  <input type="checkbox"/> FTAR: 5pm – 7pm First Time Attendee Reception (Included in Reg. Fee)	<input type="checkbox"/> PS1: 8am – 12pm Writing for Publications (Included in Reg. Fee)  <input type="checkbox"/> PS2: 8am – 12pm The Anatomy of a Chapter Board  <input type="checkbox"/> DA1: 9am – 2pm LBJ Library Lunch and Tour \$159  <input type="checkbox"/> DA2: 9am – 2pm Shoppportunity! Kendra Scott and South Congress \$159	
<b>SUB TOTAL</b>			

### B. ONE-DAY REGISTRATION (TUESDAY, WEDNESDAY, THURSDAY)

Please circle day selected. 1-day pass rates do not apply to any fee-paid workshops & can only be purchased for 2 days max.	Non-member rate is \$399 • Member rate is \$349 There is a \$50 discount if you are a member <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	<b>TOTAL</b>
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### C. OPENING NIGHT ACTIVITY WITH MEAL AND LIVE ENTERTAINMENT. (TUESDAY, JUNE 27, 5:00 - 7:30 PM)

Opening Night Activity Ticket is included with each PAID FULL- CONFERENCE registration. Event pass must be purchased separately for those who wish to attend for the following attendee types: Complimentary Registrants, 1-Day Pass Attendees, and Guests of Full-Conference Attendees.	Quantity: x \$70	<b>TOTAL</b>
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### D. MEMBERSHIP FEES

Take advantage of the CMSA Member Rate to save \$150 off your Conference Registration TODAY! Must submit completed application & add dues here.	<b>TOTAL</b>
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**ADD ALL SELECTIONS ABOVE (A + B +C + D) FOR TOTAL AMOUNT DUE**

### FIRST TIME ATTENDEE

By including your cell phone number, you agree that CMSA may contact you via cell phone message (text or voice mail) to provide you with updates regarding Conference & Expo.

**ADA Needs and Dietary Restrictions: Contact Crystal Amos at (501) 673-1126 • camos@cm-innovators.com**  
Every reasonable effort will be made to accommodate your needs.

### PROFESSIONAL BACKGROUND (WHICH BEST DESCRIBES? SELECT ONLY ONE.)

Registered Nurse  Social Worker  Rehabilitation (OT/ST/PT)  Physician  Vocational Counselor  
 Other \_\_\_\_\_

### \*\* 3 WAYS TO REGISTER FOR CMSA'S 27TH CONFERENCE & EXPO:

1) FAX credit card payments only:	CMSA 2017 Registration Secure Fax: (301) 694-5124
2) MAIL form(s) with payment:	CMSA 2017 Registration 5202 Presidents Court, Ste. G100 Frederick, MD 21703
3) ONLINE go to:	www.cmsa.org/conference

### METHOD OF PAYMENT (Registration received without payment will not be processed).

Check/Money Order \$ \_\_\_\_\_ payable to CMSA in US funds only. **TOTAL** \_\_\_\_\_  
 Visa  MasterCard  AmEx  Discover

### PAYMENT INFORMATION

For credit card orders, please check type of card, print card number, and expiration date, then sign and date below:

□□□□ □□□□ □□□□ □□□□ □□□□  
 Credit Card Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name(Please Print) \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to pay the total amount according to card issuer agreement. By registering for this conference, I acknowledge that I have read & accepted the payment & refund policies along with other policies stated within this brochure.

### INSTALLMENT PAYMENT PLAN (FOR ONLINE REGISTRATIONS ONLY)

If you would like to pay your registration fee in a maximum of 6 installments, please visit the conference website (www.cmsa.org conference) to complete your registration online. **Please Note:** this payment option is only available through May 31, 2017. If you pay online via credit card, the first installment will be charged with your registration. Each subsequent payment will be billed during the following 6 consecutive months by the end of the month. If you start an installment plan in February 2017 or later, the number of payments will be based on how many months are left until June 1st. Any remaining balance on registration fee will be charged on June 1st. If you would like to pay your fees in full before the next installment payment, please contact Customer Service at (866) 229-2386.



# CMSA CONFERENCE REGISTRATION INFORMATION



## Registration / Cyber Cafe / Evaluation Center Hours (Subject to Change)

Sunday	Closed
Monday	Noon – 5:00p
Tuesday	7:00a – 7:30p
Wednesday	7:00a – 6:00p
Thursday	7:00a - 5:30p
Friday	Closed

## REGISTRATION CONFIRMATION

Your confirmation letter will be mailed within 15 working days of receipt of registration form. If you do not receive a confirmation after 30 days, please email your request to [cmsa@cmsa.org](mailto:cmsa@cmsa.org). Online registrations will receive an email confirmation upon successful completion of registration.

## EMAIL / CELL PHONE USAGE POLICY

By submitting your email address during the conference registration process, either online or by submitting with your mailed or faxed registration form, you agree that CMSA and its conference partners may send you case management and/or conference related information. A valid email address is required for all registrations. All conference correspondence will be made through e-mail or cell phone message. A valid e-mail address and cell phone number are required. Your information will only be used by CMSA and its agents as needed to communicate conference-related information and notifications. Data and text charges may apply.

## NAME BADGES

Conference attendees are reminded that it is important to wear your badge at all times. This allows you uncomplicated access to conference events, including the CM Expo. Your name badge includes a scannable bar code which is used to access the CE Manager, CyberCafe, and for exhibitors to send you important materials. Due to the amount of support given by exhibitors to subsidize the conference, your cooperation and support is appreciated!

## CMSA MEMBERSHIP DISCOUNT

Join CMSA today and immediately save \$150 on your full conference registration rate! Simply complete the membership application form on the next page and send it in with your dues and conference registration. Your industry will grow, and you'll continue to benefit many months after the conference is over. Questions? Call CMSA at (501) 225-2229 (8:30a – 5:00p CST, Mon - Fri.)

## GROUP RATE DISCOUNT

Bring a Group and save big! Groups of 3 or more paying and submitting registration forms together will EACH save \$100! Carefully read the restrictions below.

### Group Discount Restrictions:

- Each group registrant must complete a registration form with applicable registration fees.
- Three or more registration forms must be received together with complete payment if using paper registration form, or online for each to receive the \$100 savings.
- Group Discounts are only available on FULL CONFERENCE registrations.
- Registrations not meeting these requirements will be responsible to pay any balances due at the Onsite Registration counter.
- Individuals within a group are entitled to the \$100 discount as long as there are a minimum of three registrants within a group. Should one or more individuals within your group cancel, and that cancellation causes the group to fall below the required minimum to be considered a group (3), the remaining individuals in the group will each be charged the non-group price of an additional \$100.

## REGISTRATION FEES

Individual registration forms received at the EARLY BIRD or STANDARD rate without full payment will not qualify for the discounted rate and will be assessed the current rate at the time full payment is received. Registration forms received without any payment will not be processed.

## GUEST PASSES — EXPO: \$39 OPENING NIGHT ACTIVITY: \$70

CMSA is pleased to once again offer a guest pass designed to provide attendees' guests access to the CM Expo. A Guest Pass can only be purchased at ONSITE registration by an individual who is registered as a FULL CONFERENCE attendee. Guest Passes do not include conference materials nor do they provide access to CMSA's educational sessions. Guest Passes are not available to exhibitor registrants or exhibitor attendee registrants. Identification will be required. Guests may attend the Opening Night Activity. Tuesday, June 27, 2017 for \$70 each with a Full-Conference Attendee. Must register by May 31, 2017. Space availability is limited.

## SINGLE DAY ATTENDANCE — Special RATES!

If you live close to the Austin area and can only attend for a day or two, take advantage of our one-day rate — it's a true CE bargain with fees starting at \$399! Single-day pass rates do not apply to any fee-paid workshops or the Opening Night Activity and can only be purchased for a maximum of two days. Passes are not transferable.

## CANCELLATION, REFUND & TRANSFER POLICY

Cancellations will only be considered when received in writing. You may receive a full refund for your conference registration (less a \$50 processing fee) for written cancellations received by CMSA on or before April 14, 2017. Written notices of cancellation received April 15, 2017 through May 31, 2017, will be assessed a \$125 processing fee. Only medically verifiable cancellations will be considered for partial refund from May 31, 2017, through July 1, 2017. All requests for cancellations, refunds, and transfers should be faxed or mailed to:

**Experient, 5202 Presidents Court Ste G100, Frederick, MD 21703 or faxed to (301) 694-5124.**

Registrants who do not show up for the conference and do not contact CMSA (via written correspondence as listed above) prior to the end of the show automatically forfeit all registration fees paid unless your inability to contact us was due to a verifiable emergency medical issue that occurred within 1 one week prior to the start of the conference. In this instance the postmarked deadline to receive your request for a partial refund is July 1, 2017. Regretfully, no considerations can be made after this date.

**REPLACEMENT/TRANSFER:** If you are unable to attend for any reason, you can transfer your registration to another person without penalty. Simply fax or mail a copy of your confirmation letter with a cover letter stating your request along with a completed registration form from the person replacing you to: **Experient, 5202 Presidents Court Ste G100, Frederick, MD 21703 or faxed to (301) 694-5124.**

## IMPORTANT DEADLINES

Early Bird Rate Deadline	03/31/17
Written cancellations incur \$50 Processing Fee	04/14/17
Written cancellations incur \$125 Processing Fee	04/15/17 – 05/31/17
Only medically verifiable cancellations considered	06/01/17 – 07/01/17
CCM Prep fully refundable until	6/6/17
Military/VA/DoD Day incurs \$25 processing fee after	6/21/17
Destination Activities incur \$25 processing fee after	6/6/17

## CHILDREN AND CHILD CARE

Sessions, events and exhibits can only be attended by registered attendees. No one under the age of 16 will be allowed into the CM Expo. If you bring a child to the conference, please ask the hotel concierge for a list of local companies that offer child care.

## CONFERENCE ETIQUETTE

To make the conference experience an enjoyable event for all attendees, please keep the following in mind:

- As a courtesy to speakers and other attendees, please refrain from the use of pagers or cell phones during presentations. Please also keep in mind that conference participants are there to learn. In consideration of all attendees we ask that you please turn your pager or cell phone to vibrate or off while in meetings.
- In order to accommodate environmental sensitivities of some of our attendees, if at all possible, please do not wear scented products while attending the conference, especially the sessions. Please bring summer attire as Austin experiences a summery climate, with temps in the mid 80's to 90's.
- To maintain and demonstrate professionalism within our industry, conference attire is business casual.
- Since it is difficult to adjust meeting room temperatures to suit individual preferences, please bring a sweater/jacket or wear layered clothing to ensure your comfort.

## PHOTOGRAPHS / VIDEOGRAPHY

Any photos or videography taken at the conference by CMSA (or agent of CMSA) may be used in future conference collateral, appearing either in printed documents, video productions, or on the CMSA website. We appreciate your consent to use these photos for the purpose of sharing and promoting the conference. Submission of your conference registration form to CMSA acknowledges acceptance of these terms and provisions of registration.

## SMOKING

For the comfort and health of all attendees, CMSA's Annual Conference is a smoke-free educational event. You may only smoke in areas which have been designated as smoking areas by the Austin Convention and Visitors Bureau.

## MARKETING ACTIVITIES

Attendees are not permitted to distribute materials or to otherwise market themselves or their business on the exhibit floor, in the conference session rooms, in break areas, or in or around the exhibit area unless such attendees are registered as exhibitors and in this instance must limit their marketing activities to within the confines of their booth.

## STATEMENT OF LIABILITY WAIVER – TERMS OF REGISTRATION

The organizers of CMSA's 27th Annual Conference & Expo expressly disclaim liability for acts or omissions of the organizers and for third parties including facilities suppliers and exhibitors in conjunction with the event or for the safety of any attendee while in transit to or from this event. The organizers of this event shall not be liable for any delays or failure in performance or interruption of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of the organizers including but not limited to, acts of God, war, terrorism, failure of transportation, weather, accidents, fires, electrical failures, strikes, labor disputes, postal delays, explosions, and government orders or regulations.

The organizers reserve the right to cancel this function without liability. Attendees who purchased non-refundable airline tickets do so at their own risk. The total amount of any and all liability of the organizers will be limited to a refund of the attendance fee.

CMSA expressly disclaims any liability arising out of attendee's consumption of alcoholic beverages in conjunction with CMSA's 27th Annual Conference & Expo. Recognizing the nature of receptions and the potential for alcohol abuse at conferences, CMSA-sponsored events will also offer non-alcoholic drinks. Persons under the age of 21 will be denied alcoholic beverages. Conference participants are responsible for their own well-being. The organizers expressly disclaim liability for any acts or omissions of attendees resulting from excessive drinking, recklessness or negligence on the part of any conference participant(s).

You also agree not to allow any other individual to participate in your place either at the conference, during the registration process, or any other conference-related activity including acceptance of these terms of registration.

Attendees/Exhibitors at the 2017 Annual Conference agree to indemnify, defend, and hold harmless CMSA, its officers, directors and agents, against all claims arising out of actions or omissions of Attendee/Exhibitor at or in connection with the 2017 Annual Conference except for CMSA's own gross negligence or willful misconduct. CMSA agrees that it will indemnify and hold harmless Attendee/Exhibitor against all claims arising out of the acts or omissions of CMSA, its officers, directors and agents in connection with the 2017 Annual Conference except for Attendee's/Exhibitor's own gross negligence or willful misconduct.

CMSA reserves the right to substitute an equally qualified speaker in case of an emergency or cancellation. CMSA has no duty of due diligence with respect to presenters, exhibitors, or sponsors, and makes no endorsements of any presentation or product. The views, opinions, and presentations of speakers at CMSA's Conference may not reflect those of CMSA. Organizers: Consulting Management Innovators and the Case Management Society of America. Your conference registration form acknowledges acceptance of these terms and provisions of registration.

## Disclosure:

CMSA will receive a room rebate from its contracted hotels in the amount of \$10. Rebate will be applied accordingly to help offset costs of Austin Convention & Visitors Bureau meeting space, and/or shuttle expenses, as needed.

