

# 2017 HOUSING AND MEETING REGISTRATION POLICIES



Attendee hotel reservations for the ASNR 55<sup>th</sup> Annual Meeting must be made by booking online at [2017.asnr.org](http://2017.asnr.org) or by fax at (630) 574-0661.

## 3 EASY WAYS TO REGISTER AND RESERVE A HOTEL ROOM

- 1. Online** [2017.asnr.org](http://2017.asnr.org)
  - 2. Fax** (630) 574-0661  
Attention:  
Meetings Department
  - 3. Mail** ASNR  
800 Enterprise Drive,  
Suite 205  
Oak Brook, IL 60523-4216  
U.S.A.
- Questions?** Please contact the Meetings Department at (630) 574-0220 ext. 231 or by e-mail at [meetings@asnr.org](mailto:meetings@asnr.org)

Enclose money order or check for the Advance Housing Deposit or guarantee to a major credit card.

## BOOKING YOUR HOUSING RESERVATION

### ONLINE:

1. Before you can make a hotel reservation you must register for the ASNR Annual Meeting
2. Provide ASNR with the advance housing deposit of \$261 USD for a room at the Hyatt Regency or \$259 USD for a room at The Westin
3. At that time you will also provide your arrival and departure dates along with any special room requests
4. Once you have paid the advance housing deposit and have confirmed your housing details, you will receive an acknowledgement from the Hyatt Regency or The Westin. Your housing reservation will not be complete unless you have received the confirmation.
5. The deposit will appear as a credit on your room account folio upon arrival check-in

### FAX:

1. Fax your reservation form to ASNR (630) 574-0661
2. ASNR will charge you the advance housing deposit of \$261 USD for a room at the Hyatt Regency or \$259 USD for a room at The Westin
3. Once you have paid the advance housing deposit and have confirmed your housing details, you will receive an acknowledgement from the Hyatt Regency or The Westin. Your housing reservation will not be complete unless you have received the confirmation.
4. The deposit will appear as a credit on your room account folio upon arrival check-in

### REFUNDS:

- All ASNR reduction and cancellation penalties apply upon payment of the advance housing deposit
- Refunds will be issued 6–8 weeks after the close of the meeting
- Refunds will not be issued for no-shows

### REMINDERS:

- CANCELLATIONS made in writing BEFORE 5:00pm PST on Friday, March 10, 2017 will result in a \$100 USD cancellation fee
- CANCELLATIONS made AFTER 5:00pm PST on Friday, March 10, 2017 will result in NO REFUND
- CHANGES in Housing Reservations made AFTER 5:00pm PST on Friday, March 17, 2017 can be made directly with the Hyatt Regency and The Westin

**HOUSING RESERVATION DEADLINE: FRIDAY, MARCH 10, 2017**

## MEETING REGISTRATION

### BADGES

- Name badges will be picked up on-site
- Requests for a new badge are subject to a \$15 USD replacement fee

### CHANGES

All Registration changes and cancellations must be made in writing by Friday, March 10, 2017. There is an administration fee of \$25 USD for changes.

- Fax all requests for changes to: **(630) 574-0661**
- Email all requests for changes to: [meetings@asnr.org](mailto:meetings@asnr.org)
- Send all requests for changes to: **ASNR 55<sup>th</sup> Annual Meeting  
800 Enterprise Drive, Suite 205  
Oak Brook, Illinois 60523-4216 U.S.A.**

### CANCELLATIONS

- Cancellations made prior to 5:00pm PST Friday, March 10, 2017 will result in a \$100 USD cancellation fee
- Cancellations made after 5:00pm PST Friday, March 10, 2017 will **NOT BE REFUNDED**
- **Cancellations will not be accepted by phone!**

### REFUNDS

- Refunds will be issued 6-8 weeks after the close of the meeting
- Refunds will not be issued for no-shows

**Phone Inquiries: Canada and International:  
+1 (630) 574-1376  
U.S.A. (Toll-Free): 1 (888) 734-7300  
Email Inquiries: [meetings@asnr.org](mailto:meetings@asnr.org)**

## 3 EASY WAYS TO REGISTER

1. Online* at:	2. Fax:	3. Mail:
<a href="http://2017.asnr.org">2017.asnr.org</a> *Credit card payments only	(630) 574-0661 Fax completed form to Attention: Meeting Registration	ASNR Attention: Meetings Department 800 Enterprise Drive, Suite 205 Oak Brook, Illinois 60523-4216 U.S.A.

## 2017 LATE REGISTRATION AND CHANGE FEE POLICIES

	Before 5:00pm PST Friday, March 10, 2017	After 5:00pm PST Friday, March 10, 2017
Registration Fee	Stated Registration Fee	\$100 USD
Registration Changes	\$25 USD	\$25 USD
Registration Cancellations	\$100 USD	No Refunds

PLEASE NOTE: Payment must be made in U.S. funds, drawn on a U.S. bank only and made payable to ASNR. IMPORTANT: If registering by FAX please remember to fax BOTH PAGES OF THIS FORM.

# MEETING REGISTRATION FORM: PART I

Please make sure that your handwriting is legible. If not, please type or complete the form online.

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Last/Family Name: \_\_\_\_\_

Degree: \_\_\_\_\_ Badge (First Name/Nickname): \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_ Preferred Mailing Address: Work Home

Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip (Postal) Code: \_\_\_\_\_ Country: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Emergency Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_

## SPECIAL NEEDS:

Please check here if you have any special needs or requirements and an ASNR representative will contact you.

 Wheelchair/Mobility Access      Vision/Hearing

Other special needs: \_\_\_\_\_

## CANCELLATION POLICY/REGISTRATION CHANGES:

All registration changes and cancellations must be made in writing.

- Cancellations made prior to Friday, March 10, 2017 will result in a \$100.00 USD cancellation fee
- Cancellations made after Friday, March 10, 2017 will result in **NO REFUND**
- Any registration changes will result in a \$25.00 USD administration fee
- **Cancellation changes will not be accepted by phone!**

**ADVANCE REGISTRATION DEADLINE:  
5:00PM PST | FRIDAY, MARCH 10, 2017**

**Are you planning on attending any of the following: (FREE of charge)**

### CLOSING RECEPTION OF THE SYMPOSIUM

\*Closing Reception is included in Meeting Registration fee for ASNR attendees  
**Sunday, April 23, 2017** • 104 Foyer (Main Level) Long Beach Convention & Entertainment Center

**Reception:** 6:00pm – 7:15pm, Woodie and the Longboards performance — hit music from the 50's to the 80's  
Yes      No

### YOUNG PROFESSIONALS RECEPTION

\*Registration fee for the Young Professionals Reception is included in the Meeting Registration fee if you are an ASNR Member-in-Training or a practicing Neuroradiologist within 3 years out of fellowship training

**Sunday, April 23, 2017** • 7:30pm – 8:30pm, Hyatt Regency Long Beach  
Yes      No

### ANNUAL MEETING RECEPTION WITH TECHNICAL EXHIBITORS

\*Reception is included in Meeting Registration fee for ASNR attendees

**Monday, April 24, 2017** • 6:30pm – 8:00pm, Hall A (Lower Level) Long Beach Convention & Entertainment Center  
Yes      No

### GUEST REGISTRATION

Guest fee for Sunday, April 23, 2017 Closing Reception Symposium (\$50 USD)  
Guest fee for Monday, Monday, April 24, 2017, Annual Meeting Reception with Technical Exhibitors (\$75 USD)

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Last/Family Name: \_\_\_\_\_

If you would like to register more than one guest(s) please contact [meetings@asnr.org](mailto:meetings@asnr.org)

# MEETING REGISTRATION FORM: PART II

Please make sure that your handwriting is legible. If not, please type or complete the form online.

Registration Fees				
Classification	Member Fee	Young Professional <i>Member-in-Training</i> Young Professional Research Scientist – Non Medical Doctor (MD)	Non- Member Fee	International Outreach Member Fee (Developing Countries under \$10,000 GDP, see description below)
The Foundation of the ASNR Symposium 2017 & ASNR 55 <sup>th</sup> Annual Meeting (Entire Meeting) (6 Days – Sat-Thur)	\$1150	\$790	\$1750	\$790
The Foundation of the ASNR Symposium 2017, ASFNR/ASHNR/ ASPNR/ General Neuro (4 Days – Sat-Tues)	\$900	\$690	\$1375	\$690
ASFNR/ASHNR/ASPNR/ASSR/SNIS/ General Neuro (4 Days – Mon-Thur)	\$900	\$690	\$1375	\$690
ASFNR/ASHNR/ASPNR/ASSR/SNIS/ General Neuro (3 Days – Mon-Wed)	\$750	\$570	\$1150	\$570
ASFNR/ASHNR/ASPNR/ASSR/SNIS/ General Neuro (3 Days – Tue-Thur)	\$750	\$570	\$1150	\$570
The Foundation of the ASNR Symposium 2017 (2 Days – Sat & Sun)	\$450	\$375	\$750	\$375

## NOTES:

**Member Fee** — ASNR members and members of ASNR subspecialty societies (ASFNR, ASHNR, ASPNR, ASSR, and SNIS)

**Young Professional Fee** — the following are eligible to register at the Young Professional Fee:

**ASNR Members-in-Training** — Medical Students, Graduate Students, Residents and Fellows

**Young Professionals** — ASNR *Members-in-Training* and practicing doctors within 3 years out of fellowship training

**Research Scientist** — (non MD) - Physicists (PhD) or Neuroscientists (MS, PhD)

**Non-Member Fee** — Those who are not an ASNR member or a member of any ASNR subspecialty society listed above

**International Outreach Member Fee** — Radiologists/Neuroradiologists in countries with an annual Gross Domestic Product (GDP) of \$10,000 or less. [Click here](#) to view list of eligible countries.

## FORM OF PAYMENT

VISA  MasterCard  American Express  Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Personal Check

Please check here if you have any special needs or requirements and an ASNR representative will contact you.

Credit Card #: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

By signing this form: I authorize ASNR to charge my credit card for the ASNR 55<sup>th</sup> Annual Meeting registration, acknowledge that the ASNR Advance Registration policies are in effect, accept the cancellation policies as outlined in this document, and grant to the ASNR the right to use photos taken at the ASNR 55<sup>th</sup> Annual Meeting that include me in promotional materials for future meetings.

## THE INTERNATIONAL HYDROCEPHALUS IMAGING WORKING GROUP – IHIWG CSF FLOW GROUP

\*Register for the CSF Flow Group on Thursday, April 27, 2017 and Friday, April 28, 2017

<b>Friday Only</b>	Member \$75	Non-member \$100
<b>Thursday Only</b>	Member \$125	Non-member \$150
<b>Thursday/Friday</b>	Member \$200	Non-member \$250

## REGISTRATION FEE CALCULATION

**Annual Meeting Registration Fee** 1. \_\_\_\_\_

**Guest Registration Fees —  
Symposium Closing Reception** 2. \_\_\_\_\_

**Guest Registration Fees —  
Annual Meeting Reception  
with Technical Exhibitors** 3. \_\_\_\_\_

Print guest name(s) as they should appear on badge:

\_\_\_\_\_

**IHIWG/CSF Flow Group Fee** 4. \_\_\_\_\_

**Donation to the FASNR** 5. \_\_\_\_\_

**TOTAL REGISTRATION FEES** 6. \_\_\_\_\_

## GET ON THE WALL! DONATE TO THE FOUNDATION OF THE ASNR (FASNR)

Invest in the future of Neuroradiology by donating to The Foundation of the ASNR, visit [www.asnr.org](http://www.asnr.org).

# HOTEL ROOM RESERVATION FORM

Please make sure that your handwriting is legible. If not, please type or complete the form online.

Name: \_\_\_\_\_

Share with: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip (Postal) Code: \_\_\_\_\_ Country: \_\_\_\_\_

Institution: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (Office): \_\_\_\_\_

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

## FORM OF PAYMENT

Check/Money order (must be paid in U.S. funds, drawn on a U.S. bank only and made payable to ASNR)

VISA  MasterCard  American Express 

Credit Card No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

*Reservations received after the contracted block of rooms is full or after Friday, March 10, 2017 are subject to rate and space availability.*

*By signing this form: I authorize ASNR to charge my credit card for the ASNR 55<sup>th</sup> Annual Meeting registration and/or housing, acknowledge that the ASNR Advance Registration policies are in effect, and grant to the ASNR the right to use photos taken at the ASNR 55<sup>th</sup> Annual Meeting that include me in promotional materials for future meetings.*

**HOUSING RESERVATION DEADLINE:  
5:00PM PST | MARCH 10, 2017**

Hotel	Rate Per Night	Advanced Room Rate Per Night*
<b>Hyatt Regency Long Beach</b> (headquarters)	\$224.00 USD	\$261.00 USD
<b>Westin Long Beach Hotel</b> (overflow)	\$224.00 USD	\$259.00 USD
<b>What is included in the rate?</b> Daily complimentary in-room internet access, 24-hour health club admission, and outdoor pool entry		

\*As of 11/11/16, total of 15.195 % tax per room/per night

## PLEASE CHECK PREFERRED HOTEL:

**The Hyatt Regency Long Beach:** \$261 USD Housing Deposit

**The Westin Long Beach:** \$259 USD Housing Deposit

## ROOM PREFERENCE

# of Rooms \_\_\_\_\_ # of Adults \_\_\_\_\_ # of Children \_\_\_\_\_

## ROOM TYPE

One Bed/King      Two Beds/Double      Wheelchair Accessible

Arrival Date: \_\_\_\_\_/\_\_\_\_\_/2017      Departure Date: \_\_\_\_\_/\_\_\_\_\_/2017

Estimated Time of Arrival \_\_\_\_\_:\_\_\_\_\_ AM      PM

Hyatt Gold Passport #: \_\_\_\_\_

Starwood Preferred Guest (SPG) #: \_\_\_\_\_

**Special Request** (please be specific): Please enter special request for your stay in the space below. Please note that special requests cannot be guaranteed until check-in, but we will do our best to accommodate you.

*If you have any questions, please contact the ASNR Headquarters Office, 630-574-0220 ext. 231 or via email at [meetings@asnr.org](mailto:meetings@asnr.org)*

**CANCELLATIONS made in writing BEFORE 5:00pm PST on Friday, March 10, 2017 will result in a \$100 USD charge.**

**CANCELLATIONS made AFTER 5:00pm PST on Friday, March 10, 2017 will result in NO REFUND.**

**CHANGES in Housing Reservations AFTER Friday, March 17, 2017 can be made directly with the Hyatt Regency Long Beach and The Westin.**