

COMPLETE INSTRUCTIONS FOR REGISTRATION

Important notes

- DO NOT mail a copy of your registration form if you fax it or register online. You may be registered twice and billed twice. No refund for double registration will be processed until after the ADEA Annual Session ends.
- Telephone registrations will not be accepted.
- Checks must be in U.S. dollars, drawn on a U.S. bank.
- ADEA accepts American Express, MasterCard, Visa, and Discover.
- The last day to register online is February 27, 2009. Your registration materials will NOT be mailed and may be picked up on site.
- All registration forms received after February 27, 2009, will be returned. You must register on site and pay onsite registration fees.

Registration fees

Deadline	Early bird Jan. 16, 2009	Advance Jan. 30, 2009	Regular and onsite
Member	\$349	\$369	\$430
Nonmember	\$649	\$675	\$705
Student member	\$110	\$110	\$110
Student nonmember	\$155	\$155	\$155
Retired Member	\$0	\$0	\$0
Guest	\$99	\$149	\$199

Any person with an interest in allied, predoctoral, or postdoctoral dental education and research—including each presenter—is required to pay the appropriate registration fee. Member, nonmember, and student registration fees include all sessions and admission to the exhibition.

Membership categories

Member or student member

To register as an ADEA member, your membership must be active when you register. If you wish to join ADEA to take advantage of member rates, visit www.adea.org or call 888-233-2673. If your membership application with dues (if applicable) has not been processed by the time you register, you will be charged the nonmember rate. If you have already paid the member rate by check, you will receive an invoice for the balance due, which must be paid to receive your badge.

Student nonmember

To register as a student nonmember, you must be enrolled full time in a recognized academic institution, not hold an academic appointment, and send proof of student status (a letter from an advisor or a dean) with the registration form. Those registering in advance must mail proof with the registration form. Nonmember students registering on site must bring proof of student status.

Retired member

To register as a retired member, verification of retirement from full-time employment and payment of ADEA dues for 25 consecutive years is required. A retired nonmember must pay the full nonmember registration fee.

Guest

Guests are accompanying persons who may be traveling to Phoenix with a meeting participant and have no scientific or educational interest in the meeting. Students, lab technicians, colleagues, etc., do not qualify as guests and are required to pay the appropriate registration fee if they wish to attend. If a guest wishes to hear a speaker's presentation, he or she must register, pay the accompanying person fee, and receive a special color-coded badge on site. Guest registration entitles a guest to take part in non-ticketed social events and to enter the Exhibit Hall only.

ADEA Mentor/Mentee Program

The ADEA Annual Session Mentorship Program is designed to bring together ADEA Annual Session veterans and first time attendees. Experienced ADEA members and ADEA Annual Session veterans are encouraged to participate in the ADEA Annual Session Mentor Program to help first-time attendees learn more about ADEA and the ADEA Annual Session, and begin networking with other members. Mentors must have attended at least two ADEA Annual Sessions, have a significant knowledge of ADEA, and have great people skills. Mentors will be matched with participants prior to the meeting. When a match is made, ADEA will notify the mentor and mentee, providing contact information and suggested guidelines. To sign up to be a mentor or mentee, make your selection on your registration before the deadline. Questions? Please contact opd@adea.org.

Call for A.S.A.P. Crew

Calling all members! Take your involvement with ADEA to a new level at the 2009 ADEA Annual Session and Exhibition. There are opportunities that fit a wide variety of interests and time commitments. If you'd like to participate in this program, apply on or before February 27, 2009.

A.S.A.P. Crew members are volunteers who agree to work a minimum of five hour on site. They act as session presiders, registration staff, information desk staff, or ticket collectors. An A.S.A.P. Crew member must attend orientation on Saturday, March 14, 2009, at Phoenix Convention Center; be present at all assigned stations at designated time; and check in daily at the ADEA Annual Session Staff Office. All A.S.A.P. Crew members must be ADEA members. In return, a light breakfast and lunch are provided in the ADEA Annual Session Staff Office on each day of duty along with a \$75 discount on the Annual Session registration fee. To sign up make your selection on your registration before the deadline. For questions, contact Rhonda
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Buford, ADEA Meetings Manager, at bufordr@adea.org. Volunteers will be notified on or before February 27, 2009 by email.

Registration fees for commercial exhibitors (excluding educational exhibitors)

Each exhibiting company is entitled to receive four complimentary meeting registrations per booth. It is the responsibility of the exhibiting company to request use of those complimentary registrations, either by submitting the Exhibitor Registration Form (which will be sent to the contact person listed on the Exhibit Application prior to February 27, 2009) or by registering on site. Verify that you will be one of the complimentary registrants for your company BEFORE you register! If you will not be a complimentary exhibit registrant, please register and pay the appropriate registration fee. If any booth personnel who have paid the registration fee are later identified as receiving a complimentary meeting registration, a \$75 processing fee per person will be deducted from the refunded registration fee. All refunds will be processed after the Annual Session. If you have any exhibition questions, contact Ms. Simone Smith, ADEA Exhibits Manager, at 202-289-7201 ext. 196.

Note: Educational Exhibitors do not receive complimentary registration. All booth personnel for educational exhibits must be registered for the meeting and pay the appropriate registration fee.

Registration for special events

For events where reservations are required, you may request a reservation on the ADEA Annual Session registration form. Where attendance is limited, reservations will be made on a first-come, first-served basis. Tickets for events you have successfully reserved will be included in the registration packet you receive when you arrive at the ADEA Annual Session.

Requests for cancellations and refunds of registration fees must be received by ADEA on or before January 30, 2009. No refund or credit will be made for cancellations received after the deadline.

Payment

Payment must be received at the time of registration. If no payment is received with the registration form, you will be charged an additional \$100 for onsite processing of your registration. ADEA will not bill you. Your registration is not complete until payment has been received.

Confirmation

You should receive a confirmation of your advance registration (within three days if you register online). It will be emailed if you supply an email address. Otherwise, your confirmation will be faxed or mailed. Please check your confirmation carefully. If you do not receive a confirmation, please contact the ADEA Registrar at 800-606-9031 or 514-228-3001 or by email at ADEA@Laser-Registration.com.

Substitutions

ADEA does not allow substitutes for meeting registrations. Registration fees cannot be transferred to another person. Anyone who registers but is unable to attend the meeting must
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cancel, and fees will be refunded if the request is received on or before January 30, 2009. If someone is attending in your place, he or she must submit his or her own registration form.

Questions

If you have any questions or problems regarding your registration, please contact the ADEA Registrar at 800-606-9031 or by email at ADEA@Laser-Registration.com from 8:30 a.m. to 6:00 p.m. Eastern time, Monday through Friday. Please note that telephone registrations will not be accepted.

Onsite services

Advance registration is strongly advised. If you miss the advance registration deadline, you must pay the higher regular and onsite fee, which you can do online on or before February 27, 2009. After February 27, you must register on site. In that case, do not complete the registration form (a different form will be used at the meeting). Payment in full must be made at the time of onsite registration. All participants registered in advance may pick up registration materials and conference bags on site from 3:00 to 6:00 p.m. starting Friday, March 13.

Financial disclaimer for credit card payments

ADEA reserves the right to charge the correct amount if it is different from the total payment you enter on your registration form.

ADEA Annual Session registration cancellation policy

All registrations and reserved events are subject to the cancellation policy. ADEA must receive your meeting cancellation in writing no later than January 30, 2009, to process any refund of your ADEA meeting registration. A \$75 processing fee will be deducted from the refund, which will be issued after the meeting has concluded. A cancellation received after January 30, 2009, is not eligible for refund or credit.

Telephone cancellations are NOT accepted. Refunds or credits will not be given for failure to attend, late arrival, unattended events, or early departure.

ADEA refund policy

All refunds will be processed within 30 days after the 2009 ADEA Annual Session ends.

HOW TO MAKE YOUR HOTEL RESERVATION

Important instructions

Make your hotel reservation prior to the February 20, 2009, deadline online or by fax or mail. Choose from one of the official conference hotels, Hyatt Regency Phoenix or Wyndham Phoenix Downtown.

Hyatt Regency Phoenix
122 North Second Street
Phoenix, AZ 85004

Wyndham Phoenix – Downtown
50 E. Adams Street
Phoenix, AZ 85004

Online

Making your hotel reservation online is the best choice, since you can immediately select from available hotels and guarantee your choice of hotel as you make your reservation. Visit www.adea.org/events, and you will find a direct link to the online housing request system (this is not an ADEA website). Please follow the instructions carefully. You must use a credit card to hold your reservation. You may also re-visit the site to make any necessary changes or cancellations to your reservation.

Fax

Complete the Hotel Reservation Form located at www.adea.org/events and fax it to the ADEA/Phoenix Housing Bureau at 602-256-5292. You must use a credit card to hold your reservation. Do not mail the original form if you faxed it.

Mail

Complete the Hotel Reservation Form at www.adea.org/events and mail it with your credit card number or check to:

ADEA/Phoenix Housing Bureau
c/o GPCVB
400 E. Van Buren Street, Suite 600
Phoenix, AZ 85004-2290

Telephone

No telephone reservations will be accepted. For questions only, call ADEA/Phoenix Housing Bureau at 602-452-6269. For changes or cancellations, email hsgcoor@visitphoenix.com or fax 602-256-5292.

Room blocks

Room blocks of ten or more rooms may be reserved initially under one company name. A complete and final list of names of room occupants must be submitted to the ADEA/Phoenix Housing Bureau on or before January 30, 2009, or the room block will be released (no reminders will be sent). Any company or organization reserving a block of ten or more rooms will also be required to sign an attrition agreement with ADEA. This agreement makes the company financially responsible to ADEA in case of cancellation of these rooms after February 20, 2009.

Direct reservation with hotels

To receive special ADEA room rates, you must use the ADEA/Phoenix Housing Bureau. The hotels cannot process ADEA reservation forms, and the special rates are not available through the individual hotels or their websites. Requests made or sent directly to the hotels will be refused. If you need to make additional hotel reservations, copies of the form are available at www.adea.org/events.

Room deposit

All hotels require a deposit of one night's room rate and tax to hold your reservation (if a deposit or credit card number is not sent with your reservation, it will not be processed). If you need to send a check for this deposit, include it with your Hotel Reservation Form and make it payable to "ADEA/Phoenix Housing Bureau." If you use a credit card to guarantee your room, the credit card will not be processed until after March 2, 2009. Hotel reservations must be received by February 20, 2009.

Confirmations

The ADEA/Phoenix Housing Bureau will send an acknowledgment of your reservation by email (immediately if email address is provided), by fax (within two hours if a fax number is provided and received from Monday through Friday) or by mail (within 10 to 14 days). Please check it for accuracy. If you do not receive an acknowledgement within 14 days, please contact the ADEA/Phoenix Housing Bureau immediately. You will not receive a confirmation direct from the hotel. The hotels will not receive your reservation from the Housing Bureau until after February 27. You may modify or cancel your reservation online at www.adea.org/events.

Modifications or cancellations

You may continue to make, modify, or cancel reservations through 4:00 p.m. Mountain time February 27, 2009, via the Housing Bureau. Beginning February 28, 2009, you should contact the hotels directly. Reservations secured by a check will be assessed a \$25 processing and cancellation fee if cancelled at any time. Rooms guaranteed with a credit card will be subject to a \$25 processing and cancellation fee after 4:00 p.m. Mountain time on February 20, 2009.

Hotel cancellation policy

Your full deposit will be forfeited if you do not cancel your entire reservation 72 hours prior to your scheduled arrival date. For cancellations, contact the ADEA/Phoenix Housing Bureau by email at hsgcoor@visitphoenix.com or by fax at 602-256-5292. As of February 28, 2009, you must contact the hotel directly to cancel your reservation.

Reservations after the deadline

The ADEA/Phoenix Housing Bureau will continue to accept reservations through 4:00 pm Mountain time on February 27, 2009. After February 27, ADEA encourages you to call the official conference hotels, as the hotels may honor our special discounted rates and may have rooms available.

Housing problems

If you have any problems with the housing process, please contact Ms. Monique Morgan, ADEA Registration and Awards Event Coordinator, at 202-289-7201, ext. 186, or morganm@adea.org.

GENERAL INFORMATION

Continuing education credits

ADEA is an ADA CERP recognized provider. Participants are eligible to receive continuing education credits by attending programs and activities throughout the ADEA Annual Session. One hour of program time is equivalent to one credit hour.

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ADEA membership information

ADEA staff will be on hand throughout the meeting to answer your questions about membership services and benefits.

Policy about children

Children under the age of 18 are not permitted in meeting rooms, receptions, or the Exhibit Hall.

Participants with disabilities or special needs

If you have a disability or special need that may affect your participation in the ADEA Annual Session, please contact Ms. Rhonda Buford at bufordr@adea.org prior to the meeting or on site to discuss your requirements.

Notice

ADEA takes photos and videotapes of this event. By registering you give ADEA permission to use any images taken at the conference in which you appear, as well as any written comments you submit on evaluation forms.

Letters of invitation

ADEA will be pleased to issue an invitation letter upon your request on the registration form. You must be registered for the ADEA Annual Session, and payment must be verified before the letter will be sent. Those needing an invitation letter to obtain a visa are urged to register for the meeting as early as possible. Please note: An invitation is not a commitment on the part of ADEA to provide any financial support.

U.S. entry requirements

It can take as long as four months to get a visa to enter the United States. If you require a visa to enter the United States, please check with your American embassy or consulate to obtain the necessary documents as soon as possible. Consult the following websites to obtain more information about visas and machine-readable passports:

travel.state.gov/visa/tempvisitors.html

www7.nationalacademies.org/visas/Traveling_to_US.html

ACFD/AFDC Annual Meetings

Each year, the Association of Canadian Faculties of Dentistry/L'Association des Facultés Dentaires du Canada (ACFD/AFDC) Board of Directors meets at the ADEA Annual Session. For further information, visit www.acfd.ca.