



## 2016 Conference Information and Policies

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### **Discounted Rates:**

**Online registration:** Register online and save \$50 off your registration (automatically applied at the beginning of the process). All paper registrations will include a \$50 processing fee.

**Early Bird Discount:** Submit your registration online by **April 15, 2016**, and save \$50 off the daily registration rate and \$100 off the full registration rate. One-Day and Multi-Day registration fees also increase after April 15, 2016. Regular rates are in effect from April 16 to May 27, 2016. All registrations received after this date will be charged an additional on-site fee.

**Membership:** Join the Association today and take advantage of conference discounts. For membership information, please contact Suzanne Moussa, Associate Director of Member Relations, at 610.708.3014 or [smoussa@publicgardens.org](mailto:smoussa@publicgardens.org). (To receive the discounted rates, membership dues must be received with or prior to your registration.)

**4-Day Registration:** Full registration also includes attendance to all Keynote address events, concurrent sessions and special sessions (except the Leadership Forum), and select meals. Optional tours and workshops, host garden events, and certain special events are not included, but may be purchased at an additional fee.

**1-3 Day Registration:** Daily registration allows you to attend that day(s) Keynote Address events, concurrent sessions, special sessions (except the Leadership Forum, if applicable), and any meals that are included. Host garden events, optional tours, workshops, and certain special events are not included but may be purchased at an additional cost.

**Presenters/Moderators: ALL Presenters and Moderators must register for the conference.** Those who plan to attend conference events (including concurrent sessions), please register using the normal online process. If you only intend to give your presentation and DO NOT plan on attending any other events at the conference (including concurrent sessions), contact the Association directly at 610.708.3012 or [ktyrawski@publicgardens.org](mailto:ktyrawski@publicgardens.org) so we can collect the proper information needed.

**Exhibitors:** ALL Exhibitors who plan to attend the conference must register in advance. Further instructions will be sent to you directly. Contact Associate Director of Member Relations, Suzanne Moussa, at [smoussa@publicgardens.org](mailto:smoussa@publicgardens.org), with any questions.

**Students:** Full-time students who are student members of the Association may register at the student rate. All other students must become a member to benefit from the student rate or pay the non-member rate. For membership information, please contact Suzanne Moussa, Associate Director of Member Relations, at 610.708.3014 or [smoussa@publicgardens.org](mailto:smoussa@publicgardens.org).

**Guests:** A "Guest(s)" is a person who will be accompanying you to certain special or optional events, but does not plan to attend the rest of the conference (**i.e. a spouse/partner**). As most of these special or optional events require an additional guest fee, you **MUST** register your guest(s) for any and all events he or she wishes to attend. **PLEASE NOTE:** Guests **CANNOT** attend concurrent sessions. Anyone who wishes to go to concurrent sessions **MUST** sign up as an attendee and pay to attend the conference accordingly.

**Complimentary Registrations/Scholarships:** Outside of student travel award winners, the Association has no budgeted funds to provide scholarships or complimentary registrations. As a small non-profit association we are simply unable to support any additional scholarship or complimentary registration requests to the annual conference at this time.

**Payment Policy:** All payments must be in US dollars and included with your registration form or online. Registration forms received without proper payment will not be processed. Please direct all questions regarding payment to Kate Tyrawski, Office Manager, at 610.708.3012 or [ktyrawski@publicgardens.org](mailto:ktyrawski@publicgardens.org).

**Confirmations:** Attendees who register by May 27, 2016 will receive email confirmations. Those who register after May 27 can pick up their confirmations at the Conference Registration Desk along with their conference packet and name badge. Contact Kate Tyrawski, Office Manager, at 610.708.3012 or [ktyrawski@publicgardens.org](mailto:ktyrawski@publicgardens.org) with any questions.

**Refund and Cancellation Policy:** Refund or cancellation requests must be made in writing to the American Public Gardens Association. The Association will refund registration fees less a \$125 processing fee if the written cancellation is received by April 15, 2016. Cancellations received from April 15 through May 27 are 50 percent refundable. **After May 27, there are NO REFUNDS** for cancellations, no-shows, or unused function tickets. Cancellation policies and fee do not pertain to the optional tours and workshops, which may be cancelled for a full refund up until May 27, 2016. Please direct all questions regarding payment to Kate Tyrawski, Office Manager, at 610.708.3012 or [ktyrawski@publicgardens.org](mailto:ktyrawski@publicgardens.org).