



2016 CLINICAL PRACTICE FORUM
Group Registration Instructions and Form
Clinical and Professional Issues in Hospice and Palliative Care
Celebrating 30 Years of Practice: Roots and Growth
September 30 - October 1, 2016
Omni William Penn Hotel, Pittsburgh, PA

Group Registration Guidelines and Instructions

- A discount of \$35.00 per registrant is available for groups of 5 or more individuals registering for the full conference.
- The group discount does not apply to the preconference certification review courses. Individuals wishing to attend a preconference certification review course must register and submit payment separately for the course they wish to attend.
- All registrants in the group must register for the full conference. There are no discounts or group registrations available for single day conference attendance.
- Five (5) or more individuals qualify as a group and may be from more than one organization when registering at the same time.

Payment Options for Group Registrations

Online – Groups can now register their individual members online in a single transaction, but you must receive a group promo code from HPNA to do so.

To receive the code, you **must either call** the HPNA Education Department at **412-282-8205** to obtain a group promo code to use when registering online, **or email** the department at CEProgramPlanning@hpna.org along with the attached form to request a code. An email will be sent to you with the group promo code needed to register the group online.

By Mail – Groups may register and make payment by mail with a check or purchase order.

To register by mail, you must download and submit an individual registration form for each individual in your group and mail the completed individual registration forms along with the form attached to these instructions with full payment via check or purchase order.

Make checks payable to **HPNA** and mail to:

Hospice and Palliative Nurses Association
CPF Group Registration
One Penn Center West, Suite 425
Pittsburgh, PA, 15276



Group Registration Promo Code Request

Group Contact – The person HPNA may contact with questions about your group registration:

Name: _____

E-Mail: _____ Telephone: _____

Organization Name(s): _____

Number of Individuals
in the Group: _____

Method of Registration

Online

Please email group promo code to: _____

Mail *(please make sure to include with this form an individual registration form for each person in your group that is registering for the conference)*

Payment Check enclosed Purchase order enclosed

Return all forms with payment to:

**Hospice and Palliative Nurses Association
CPF Group Registration
One Penn Center West, Suite 425
Pittsburgh, PA 15276**

Registration Cancellation/Refund Policy: Registration Fees are refundable, minus a \$100 administrative fee, if cancellation request is received in writing by 9/8/2016. Cancellations received between 9/9 – 9/22/16 will be refunded minus a \$200 Administrative fee. After 9/22/16 no refunds will be given.
Program Cancellation: HPNA reserves the right to cancel the *Clinical Practice Forum*, in which the full course tuition will be refunded. Other related expenses (airfare, hotel, transportation, etc.) are not refunded.

- Checks not in U.S. funds will be returned.
- A charge of \$25 will apply to checks returned for insufficient funds

All future conference correspondence will occur via e-mail.

Mail-in registration will only be confirmed once payment is received.

For Internal Use only

Group Promo Code: _____

Processed By: _____

Date: _____