

# Organization Information: (PLEASE PRINT LEGIBLY)

Facility/Company Name: \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone # \_\_\_\_\_ / \_\_\_\_\_ Fax # \_\_\_\_\_ / \_\_\_\_\_

## Registrants:

Full Name for Certificate: \_\_\_\_\_ First Name for Name Badge: \_\_\_\_\_  
 Title: \_\_\_\_\_ Code\* \_\_\_\_\_  
 Email (required): \_\_\_\_\_ Coupon Code \_\_\_\_\_  
 Full Conference: \$ \_\_\_\_\_ One Day: \$ \_\_\_\_\_ = \$ \_\_\_\_\_ **total**  
*Sessions attending* \_\_\_\_\_ *(required)*  
 Tuesday: Morning T- \_\_\_\_\_ T- \_\_\_\_\_ T- \_\_\_\_\_ Afternoon T- \_\_\_\_\_ T- \_\_\_\_\_  
 Wednesday: Morning W- \_\_\_\_\_ Afternoon W- \_\_\_\_\_ W- \_\_\_\_\_ W- \_\_\_\_\_ W- \_\_\_\_\_  
 Thursday: Morning R- \_\_\_\_\_ R- \_\_\_\_\_ R- \_\_\_\_\_ Afternoon R- \_\_\_\_\_

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 Wednesday: Morning W- \_\_\_\_\_ Afternoon W- \_\_\_\_\_ W- \_\_\_\_\_ W- \_\_\_\_\_ W- \_\_\_\_\_  
 Thursday: Morning R- \_\_\_\_\_ R- \_\_\_\_\_ R- \_\_\_\_\_ Afternoon R- \_\_\_\_\_

### \* Code select one

- 1 – Facility Owner, President/CEO
- 2 – Administrator, Assistant Administrator or Administrator –In-Training
- 3 – DON, Corporate office Nurse, Regional Nurse
- 4 – Nursing Services
- 5 – Registered & Licensed Dietitians
- 6 – Dining Services
- 7 – Activities
- 8 – Social Work &/or Admissions
- 9 – Environmental Services
- 10 – CPA/Accountant
- 11 – Business Office Staff
- 12 – Human Resources
- 13 – Therapy
- 14 – Medical Director/Physician
- 15 – Nursing Assistants
- 16 – Student
- 17 – Speaker
- 18 – Exhibitor

### How to Register / Form of Payment:

See registration Payment Policies.  
**ONLINE:**  
 Visit [www.ohca.org/convention](http://www.ohca.org/convention) and select "attend" from the pull down menu. Payment is accepted by credit card and check on our secure website.  
**MAIL / FAX:**  
 Send this form and payment (check or credit card) to:  
 EFOHCA, 55 Green Meadows Drive South,  
 PO Box 447  
 Lewis Center, Ohio 43035  
 FAX 614/436-0939

### Summary of Charges:

\$ \_\_\_\_\_

**TOTAL for all registrants**

#### Method of payment:

credit card  check  cash

#### Credit Card Type:

MC  VISA  AMEX  Discover

Card Number: \_\_\_\_\_

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

Card Holder: \_\_\_\_\_

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

### Registration Fees:

Rate Definition:	Early Bird thru March 23	Advance thru April 10	Regular April 11 - day of event
Member - Full Conference	\$ 239	\$ 259	\$ 299
Member - One Day	\$ 159	\$ 179	\$ 199
Non-Members - Full Conference	\$ 415	\$ 455	\$ 525
Non-Members - One Day	\$ 275	\$ 315	\$ 350

## How to Register: Register Online

Payment is accepted by credit cards and check in the easy to use online registration form. Online registration is available 24 hours, 7 days a week at our website at [www.ohca.org/convention](http://www.ohca.org/convention). OHCA members, be sure to log in as a member in the registration area first to get the low member fees.

### Register by FAX:

Complete the registration form and fax it with your credit card information to 614/436-0939. FAX registrations are accepted 24 hours, 7 days a week.

### Register by Mail:

Complete the registration form and mail it with your payment to the Association office at 55 Green Meadows Drive South, PO Box 447, Lewis Center, Ohio 43035. Payment must accompany registration and it must be received prior to the dates stipulated to qualify for the registration discounts.

*No registrations or registration changes will be accepted by telephone. No registration will be processed without payment.*

## How do I complete the form?

### Step 1: Organization Information:

Print your company name, address and phone numbers in the Organization Information section of the form.

### Step 2: Registrant details:

- Print the name of the attendee as you would like it to appear on the certificate of attendance on the Full Name line. Print the attendee's first name or nick name on the First/Nick Name line.
- Print the attendee's title on the Title line.
- Select a position code that best represents the attendee from the code list.
- Print the email address for the attendee. All confirmation information will be sent via email as well as program updates, changes and CEU information. It is very important that an email address be provided.
- Select the appropriate registration fee from the chart and indicate that amount on the Registration Fee \$ line.
- If you are planning to attend the Evening at the Museum on Wednesday night, you can purchase a ticket(s) by listing the appropriate fee on the Evening at the Museum \$ line.
- Last, list the session codes from the program descriptions in the Sessions Attending area.
- In order to provide adequate seating in each session room, we request that each individual pre-register for specific sessions.
- There is space on the registration form for 4 individuals from your facility. Please duplicate this form as necessary for additional registrants. See Payment & Registration policies below.

### Step 3: Form of Payment:

Total all fees for all registrants and list the total on the Summary of Charges \$ line. Select your method of payment and mail or FAX to the OHCA office.

## Registration Payment Policies:

All registration fees must be paid at time of registering. The following scale will be utilized to determine fees for each registrant. Payment must accompany all registrations by the date stipulated to receive the rate. A FAXed registration form with no payment will not hold the earlier registration fee rate. Registrations will not be processed and name badges will not be available to attendees until full payment by check or credit card is received in our office.

Payment & Registration form must be received:

- Prior to March 23 to qualify for the early bird rate
- March 24 – April 10 to qualify for the advance rate
- April 11 – day of the event will require payment at the regular rate

## Fees:

Attendees are asked to register from the facility they work at and each facility, regardless of joint ownership, is asked to register separately. Likewise, if your facility also has an assisted living community, please register the Assisted Living personnel separately. This allows us to provide a more accurate attendance number. Corporate office personnel should register from the corporate office separately from one of their facilities.

Each facility may register an unlimited number of persons at either the full conference or the one day registration fee. Please keep in mind that Full Conference registration cannot be shared with multiple registrants (*i.e. one person one day, one person another, etc.*) If you can attend only one day you must register using the one-day registration fee.

### A note to Non-Members of OHCA/OCAL/OCID:

*If a membership application is received with this registration, non-member facilities may register for the convention under the lower member rate.*

## Name Badges:

Name badges must be worn at all times. Admittance to the evening social functions, exhibit hall and lunches will require a name badge and ticket, if applicable. Attendance will not be granted without these items.

Name badges will be mailed to each individual registrant prior to the convention at the address listed on the registration form.

## Convention Cancellation/Refund Policies:

If you are not able to attend as originally planned, you may always send a different staff member in your place. Notify the Association of the person that will be taking your place so that our records can be corrected and a new name badge created. Please note that full conference registrations cannot be shared. If you registered for full conference but can only attend one day, you cannot send someone in your place.

**I registered for a full conference but was only able to attend one day? Can I get a refund of the difference in registration fee?** Should your plans change and you are only able to attend one day of the convention, but you registered as a Full Conference attendee, no refund for the difference in registration fee will be available unless notification is received as outlined below.

**I registered for a full conference but was only able to attend one day? Can I send someone else in my place the other dates?** No. Full Conference registration cannot be shared.

**I registered for one day but now want to attend more than one day? Can I switch my registration to full conference rate?** Yes, contact the Association office and we can upgrade you to full conference registration.

**Cancellations must be made in writing and may be faxed or mailed to OHCA.** Cancellations by phone will not be accepted. Refunds, if applicable, will be issued via check to the company from the OHCA office after the program dates, regardless of original payment type.

**The following scale shall be used to determine the amount of a refund available.**

Cancellation requests received prior to March 23 = 75% refund.

Cancellation requests received March 23 – April 10 = 50% refund.

Cancellation requests received April 11 through the day of the Convention = no refund, you may send a person in your place if you are unable to attend. The person replacing you will need to notify the registration staff of that fact upon registering on site.

**Survey/Facility Related Disaster** A 50% education voucher could be issued for registration cancellations due to a state survey, or for a facility-related disaster. Facilities meeting these circumstances must send proof of the survey and/or disaster. The voucher cannot be used for dues, goods or services. The voucher can not be used for programs that are not solely sponsored by OHCA, EFOHCA, OCAL or OCID. There is no cash value for the voucher, therefore, should the voucher be used for a program that is less expensive than the voucher amount, no cash refund or voucher for the difference in price will be offered. Likewise, the user agrees to provide payment for any registration fees in excess of the voucher amount. The voucher is valid through the last day of the calendar year in which it was issued.

**Inclement Weather/Illness** There are no refunds available for cancellations due to weather if the convention itself is not cancelled. In the case of illness, death in the family or other reason, the facility may send another individual to take the place of the current registrant or receive the handout materials; no refund will be issued in these circumstances.