



HOW TO REGISTER & ATTEND

- STEP 1:** **HOTEL ACCOMMODATIONS:** Health Insights has contracted a limited number of rooms at a reduced rate for guests attending the upcoming conference. **To secure this rate, make reservations early and no later than the cut-off date. After the cut-off date, the group rate will expire for any remaining rooms and any new reservations will be subject to the currently prevailing rate.**
- ***IMPORTANT***** *Information related to your hotel reservation is required when registering to attend. To avoid delay, attendees are encouraged to make hotel reservations before initiating the online registration process.*
- STEP 2:** **TRAVEL ARRANGEMENTS:** Attendees are responsible for securing their own travel arrangements. Health Insights provides transportation for conference-related events and activities. **For an optimal attendance experience, plan to arrive at the hotel no later than 5:00pm on opening day and depart from the hotel no sooner than 2:00pm on closing day.**
- STEP 3:** **REGISTRATION: *EVERYONE attending any part of the conference IS REQUIRED TO REGISTER online.*** Registration will open in mid-August. Failure to register in advance of arrival may result in limited participation in certain events due to pre-arranged participation guarantees. To ensure receipt of conference materials and important information prior to your arrival at the conference, please register no later than Monday, October 15, 2018.
- STEP 4:** **CORPORATE MEMBERS ONLY:** Complete the **Insight Session RSVP (sent to you by email) and submit on or before Friday, September 28th.** Each Corporate Member is responsible for submitting a completed Insight Session RSVP detailing the plans for the session they will host during the conference. It is imperative that we receive an Insight Session Information Form from all Corporate Members by the deadline. Failure to submit information in a timely manner results in a delay of pertinent details for all Corporate Members.