



## ADDITIONAL INFORMATION

***EVERYONE*** - Personal Members, Executive Guests, Corporate Representatives & Presenters, Prospective Members, Spouses, Guests, etc. - attending any part of a conference ***IS REQUIRED TO REGISTER TO ATTEND*** via the online registration portal at [www.healthinsights.org](http://www.healthinsights.org).

Conference registration fees are included as part of Personal Member Annual Dues and Corporate Member Annual Fees; dues and fees also cover the attendance of the member's spouse/personal guest.

A participation fee is collected at the time of registration for Executive Guests of Personal Members and Senior Members; this fee also covers the attendance of the attendee's spouse/personal guest.

From time-to-time, a group activity will require assessment of an additional fee based on an attendee's participation. Additional fee assessments will be collected at the time of registration.

***Attendees are responsible for securing their own lodging and travel arrangements.*** Health Insights provides transportation for conference-related events and activities only.

As always, spouses and personal guests are welcomed and encouraged to attend! When attending a Health Insights Conference, spouses may participate in all sessions open to the general membership as well as specially planned spouse and group events through the duration of the program. ***Spouses planning to attend the conference are required to complete their own registration via the online registration portal. There is no additional fee for spouse participation.***

In addition to registering to attend, Corporate Members are required to submit a completed Insight Session RSVP Form. Session times are assigned on a first-come, first-served basis and only after receipt of the required information. ***Please note that this form does not satisfy the online registration requirement for individuals attending the conference.***

Unless noted in the program materials, dress for all conference programs is business casual. Room temperatures can vary significantly; a sweater or light jacket is suggested.

Anyone registering for any part of a conference is subject to the cancellation terms outlined for each event and in conjunction with the Health Insights Cancellation Policy.

Health Insights reserves the right to substitute speakers, cancel or reschedule sessions, or modify the agenda to accommodate the overall conference plans and purpose.

Health Insights programs are educational and informative in nature. Self-promotion, marketing and selling are strongly discouraged.