

# HOW TO ATTEND

# STEP 1: CONFIRM 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 April 8, 2022. After the cut-off date, the group rate will expire for any rooms remaining in the block and any new reservations will be subject to the currently prevailing rate.

#### STEP 2: CONFIRM TRAVEL ARRANGEMENTS

Attendees are responsible for securing their own air and ground travel arrangements. Health Insights provides transportation for all 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: REGISTER TO ATTEND

**EVERYONE attending any part of the conference IS REQUIRED TO REGISTER ONLINE at <u>www.healthinsights.org</u>** Failure to register in advance of arrival may result in limited participation in certain events due to space availability and preconfirmed participation guarantees. Deadline to register is Friday, April 29<sup>th.</sup>

# STEP 4: SUBMIT INSIGHT SESSION RSVP (CORPORATE MEMBERS ONLY)

**Complete the Insight Session RSVP (sent by email) and submit on or before Friday, April 15<sup>th</sup>.** Each Corporate Member is responsible for submitting a completed Insight Session RSVP detailing the plans for the panel they will host during the conference. It is imperative that we receive an Insight Session RSVP 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.