

INSTRUCTIONS & REGISTRATION FORM

3 EASY WAYS TO REGISTER

Please read these instructions carefully before you fill out the registration form on page 23. Most fees are discounted if the registration is received by Thursday, June 30, 2016. Those who register by that date will be eligible for a prize drawing to win a complimentary registration for the 2017 Annual Conference.

Please follow these guidelines to fill out the form:

1. Use a separate Attendee Registration Form for each registrant. If you are paying for multiple registrants, please mail or fax all registration forms together, with the payment information on one form only.

2. Each FHCA member nursing home and member assisted living facility should designate a single voting delegate.

Place a check mark in the voting delegate box only if the registrant on the form is the voting delegate. If your facility is part of a multifacility group, a regional or home office representative may act as your facility's voting delegate. Following is the FHCA bylaws provision which applies to its members' voting privileges:

Article VII. Voting Privileges

Section 1. Each facility member shall have one vote on any question coming before the Annual Conference, a special meeting or in any of the affairs of this Association.

Section 2. The voting delegate of a facility member shall be the administrator, owner, an officer or management employee of the licensee. A person employed in the day-to-day operation of that facility may be the voting delegate if so designated in writing by the administrator, owner or an officer of the licensee.

Call Dawn Segler (800-771-3422) to request a Voting Delegate Authorization Form on which to designate your voting delegate.

It is not necessary to request a Voting Delegate Authorization Form if the administrator is serving as the voting delegate.

INTERNET
www.fhca.org
 Register online and receive immediate acknowledgement.

MAIL
 FHCA
 P.O. Box 1459
 Tallahassee, FL 32302

FAX
 (850) 681-2075
 Credit card only - 24 hrs daily.
 If faxing, DO NOT mail original form.

REGISTRATION TYPES

Full Registration

- Admission to all CE Sessions, which includes 2 Mega Sessions, 2 Membership Meetings with Keynotes and the Circle of Excellence Award Luncheon & Officer Installation
- Opening Ceremony and Awards Social (Sunday)
- Trade Show (Monday and Tuesday)
- Politics in the Park (Tuesday)
- Fun Night: Ignite Your Spirit (Wednesday)

Single Day Registrations

Single Day Registrations are designed for department heads and other support personnel who may not be able to attend the entire Conference but would like to attend a specific day. They might benefit particularly from the Trade Show days - Monday and Tuesday. If you purchase a Single Day Registration, FHCA will report continuing education contact hours for that day only.

Monday

- 24 CE Sessions, including 1 Membership Meeting and Keynote, with 7.5 potential contact hours
- Trade Show with Welcome Cocktail Party

Tuesday

- 11 CE Sessions, including 1 Mega Session and 1 Membership Meeting and Keynote, with 5.5 potential contact hours
- Trade Show
- Politics in the Park

Wednesday

- 21 CE Sessions, including 1 Mega Session and 1 Keynote, with 8 potential contact hours
- Circle of Excellence Award Luncheon & Officer Installation
- Single Day Registration does not include a ticket to the Fun Night

Thursday

- 14 CE Sessions, with 4 potential contact hours

Adult Guest Package

Available only to adult guests of individuals who purchase a Full Registration.

- Opening Ceremony and Awards Social
- Trade Show (Monday & Tuesday)
- Politics in the Park
- Fun Night: Ignite Your Spirit

Policies

Cancellations: A \$50 administrative fee will be charged for cancellations. No refunds will be given for cancellations received after Wednesday, July 20.

No-Shows: Refunds will not be issued to participants who do not attend the Conference and did not cancel their registration by Wednesday, July 20.

Registration made after August 1 will need to be made onsite and will be assessed an additional \$50 onsite fee.

Registration confirmations will be emailed to each attendee. Please note this may take up to 7 days. An electronic version of the CE Session handouts will also be available under the Attendees tab in July.

Questions? Call FHCA at (800) 771-3422.

If you have special needs or dietary requests (including Kosher meals), contact Leigh Ann Bradley at lbradley@fhca.org by Thursday, June 30.

As a registered participant in this event, you agree that your photograph, if taken, may be used by FHCA for promotional purposes and you waive any claim to compensation for such use.

FHCA 2016 ANNUAL CONFERENCE ATTENDEE REGISTRATION FORM

See page 24 for details associated with each registration type. Use a separate Attendee Registration Form for each Registrant.

REGISTRANT INFORMATION

Print the registrant's information below. Be sure to check the appropriate box if he/she is the voting delegate (please see guidelines on page 24).

Name _____

License No. _____ Title _____

Email _____ Facility/Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

CHECK ALL THAT APPLY: FHCA Member New Member 1st Conference Voting Delegate

PAYMENT INSTRUCTIONS

If you are paying for multiple registrants, you may mail or fax all registration forms together with the following payment information provided on one form only. Your total payment amount should be the sum of all the individual forms.

CHECK ENCLOSED PAYABLE TO: FHCA, P.O. Box 1459, Tallahassee, FL 32302

PLEASE CHARGE MY: American Express MasterCard VISA Discover

Card No. _____

Expiration Date _____ Security Code _____

TOTAL PAYMENT \$ _____ Billing Zip Code _____

Cardholder's Name _____ Signature _____

TRADE SHOW POLICY: Representatives with nonexhibiting vendor companies considering the purchase of a booth for a future Trade Show must purchase a Vendor Pass for a Trade Show Tour. If the company decides to exhibit at next year's event, the \$100 payment will be applied to the cost of their booth. Purchasing admission to the Trade Show in no way grants the right to solicit business in any way; that right is reserved exclusively for our exhibitors who have purchased booths. Anyone found violating this policy will be escorted from the Trade Show.

SPECIAL REQUIREMENTS If you have special needs or dietary requests (including Kosher meals), contact Leigh Ann Bradley at lbradley@fhca.org by Thursday, June 30.

FULL REGISTRATIONS

1ST FULL REGISTRANT	BY JUNE 30	AFTER JUNE 30	
<input type="checkbox"/> FHCA Member	\$495	\$545	\$ _____
<input type="checkbox"/> Nonmember	\$685	\$735	\$ _____

ADDITIONAL FULL REGISTRANT (from same facility campus)

<input type="checkbox"/> FHCA Member	\$445	\$495	\$ _____
<input type="checkbox"/> Nonmember	\$635	\$685	\$ _____

SINGLE DAY REGISTRATIONS *See p. 23 for Single Day*

MONDAY	<input type="checkbox"/> FHCA Member	\$165	\$185	\$ _____
	<input type="checkbox"/> Nonmember	\$215	\$235	\$ _____
TUESDAY	<input type="checkbox"/> FHCA Member	\$150	\$170	\$ _____
	<input type="checkbox"/> Nonmember	\$200	\$220	\$ _____
WEDNESDAY	<input type="checkbox"/> FHCA Member	\$165	\$185	\$ _____
	<input type="checkbox"/> Nonmember	\$215	\$235	\$ _____
THURSDAY	<input type="checkbox"/> FHCA Member	\$105	\$125	\$ _____
	<input type="checkbox"/> Nonmember	\$155	\$175	\$ _____

ADULT GUEST PACKAGE

Only for adult guests of Full Registrants (includes Sunday Opening Social, Politics in the Park, Trade Show and Fun Night)

\$95 \$95 \$ _____

Adult Guest Name: _____

Remember, the Opening Ceremony, Trade Show, Circle of Excellence Award Luncheon and Fun Night are included in the Full Registration. The Opening Ceremony & Awards Social, Trade Show and Fun Night are included in the Adult Guest Package.)

ADDITIONAL EVENTS/FEES

<input type="checkbox"/> Opening Ceremony & Awards Social (Sun)	\$25	\$25	\$ _____
<input type="checkbox"/> Circle of Excellence Award Luncheon (Wed)	\$50	\$50	\$ _____
<input type="checkbox"/> Children's Fun Night (Wednesday)	\$64	\$64	\$ _____
<input type="checkbox"/> Fun Night (Wednesday)	\$80	\$80	\$ _____
<input type="checkbox"/> Preceptor Provider Training (Thursday)	\$199	\$199	\$ _____

TRADE SHOW (Monday & Tuesday)

<input type="checkbox"/> FHCA Member	\$30	\$30	\$ _____
<input type="checkbox"/> Nonmember	\$60	\$60	\$ _____
<input type="checkbox"/> Vendor Pass (for Trade Show Tour)	\$100	\$100	\$ _____

TOTAL \$ _____