

**“Determining Change: Increasing Choice & Control for Older Adults through Person-Directed Planning and Self-Determination in Long-Term Care”**

**Conference Registration Form & Hotel Reservation Information (attn: Monique)**

**October 13 & 14, 2010 – Causeway Bay Hotels, Lansing, Michigan**

**REGISTRATION FEE (per person)**

The fee is per person and includes all keynote sessions, workshops, two continental breakfasts, two lunches, breaks and materials.

	Early Bird Registration Fee	Registration Fee After 9/10/10
Full Conference	\$179	\$199
One Day	\$125	\$150

**3 EASY WAYS TO REGISTER**

<b>ON LINE:</b> www.macmhb.org	<b>BY FAX:</b> (517) 374-1053	<b>BY MAIL:</b> MACMHB, 426 S. Walnut St., Lansing, MI 48933
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Cancellation Policy: Substitutions are permitted at any time. No-shows will be billed at the full training rate. All cancellations will be assessed a \$25 administrative fee. Cancellations received less than 10 business days prior to the conference will be charged the full conference rate and no refunds will be given.

Please Check  Conference Attendance:     Full Conference             One Day-Wednesday             One Day-Thursday

Please Check  the Meals You Plan to Attend. (Meals are Included in the Cost of the Conference Registration)

Wednesday Breakfast     Wednesday Lunch     Thursday Breakfast     Thursday Lunch

- I am requesting Continuing Education Clock Hours for social workers. Social Work Licensure # \_\_\_\_\_(pending)
- I am requesting Nursing Credits (CNE) (pending)
- I am requesting Nursing Home Administrators (pending)
- I am requesting Contact Hours for substance abuse professionals (pending)

Name as Printed on Badge: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Address, City, St, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Special Needs:** If You Have Special Dietary Or Physical Needs, Please Specify: \_\_\_\_\_  
Arrangements for special needs will be honored for those written requests received 10 business days prior to the conference. Clearly state your specific needs for mobility assistance, interpreters, etc. Attempts for on-site requests will be made.

**In Case Of Emergency** During Conference, Please Contact: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Billing Address if Different Than Above (Contact):** \_\_\_\_\_

Address: \_\_\_\_\_ City, St, Zip: \_\_\_\_\_

**Evaluation:** There will be an opportunity for each participant to complete an evaluation of the conference and the instructor. If you have any issues with the way in which this conference was conducted or other problems, you may note that on your evaluation of the conference or you may contact MACMHB at 517-374-6848 or through our website at [www.macmhb.org](http://www.macmhb.org) for resolution.

**PAYMENT METHOD:**

Payment **DOES NOT** need to accompany registration form. However, payment or purchase order must be received by the **day of the conference**. **Credit cards are not accepted for onsite payment**. You must pay with check, money order or cash onsite. If you would like to pay by credit card, you must pay online through PayPal. A PayPal account is not required.

**Please note that confirmation letters are NOT sent. If you require confirmation, please contact Monique Ryals at [mryals@macmhb.org](mailto:mryals@macmhb.org) or 517-374-6848.**

- Check enclosed (payable to MACMHB)
- Purchase Order (attached)
- PayPal – MACMHB now uses PayPal to process credit cards. If you would like to pay by credit card you must register online. Go to <http://www.macmhb.org/trainingpage.html> and click on the appropriate training.

**HOTEL RESERVATIONS: Attendees are responsible for making their own overnight reservations.**

Call 517-694-8123 Indicate that you are attending the “PCP/SD Conference” to receive the \$65 rate + tax single or double. All cancellations must be made by 3:00pm **2 days** prior to arrival dates.

Any cancellations made within 2 days prior to arrival will be charged One Full Nights Room and Tax.

Deadline to reserve your room at this discounted rate is September 20, 2010.

Causeway Bay Hotel, 6820 S. Cedar Street, Lansing, MI 48911

**Questions? Call MACMHB (517) 374-6848**