GROUP REGISTRATION BROCHURE

The following is important information regarding Group registration for the upcoming 72\textsuperscript{nd} Annual Meeting of the American Academy of Dermatology.

Group policies for both housing and registration differ from individual participant policies listed in the program materials. In order to qualify as a group, all group policies must be adhered to.

In order to be considered for Group Registration for the upcoming 72\textsuperscript{nd} Annual Meeting you must meet the following criteria listed below.

- You must be registering \textbf{10} or more delegates.
- Registration is \textbf{only} available via the online registration system with a credit card payment. \textbf{Wire transfers \& checks will not be accepted.}
- You must designate \textbf{one (1)} primary Group Representative (DGR) to receive all correspondence and handle payment of all registration \& housing fees.

\textbf{Deadline Date: Wednesday, January 22, 2014 at 12:00pm (CT)}

The deadline date to complete registration and submit all required group forms is \textbf{January 22, 2014 at 12:00pm (CT)}. Only groups that have submitted all of the required forms by the deadline date will be eligible for a group pick up or mailing of the materials. Only delegates with a completed, paid in full registration can be included in the group process.

\textbf{New individuals cannot be added to the group after this date and time.}
Advanced Registration & Housing will only be available online.

**Member Delegates**

For delegates of your group who are members of the AAD please go directly to the online registration system to complete registration. **Please note: For the member categories listed below, member ID # and last name as listed on their membership file will be needed to access the online registration and housing site. You will need to obtain the number directly from the member.**

<table>
<thead>
<tr>
<th>REGISTRATION CATEGORY</th>
<th>DISCOUNTED 11/20/13-2/12/14 at 12:00pm (CT)</th>
<th>STANDARD 2/12/14 at 12:01pm (CT) to 3/12/13 &amp; Onsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Member</td>
<td>$570</td>
<td>$690</td>
</tr>
<tr>
<td>Life Member</td>
<td>$185</td>
<td>$240</td>
</tr>
<tr>
<td>Honorary Member</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Applicant for Membership</td>
<td>$570</td>
<td>$690</td>
</tr>
<tr>
<td>Adjunct Member</td>
<td>$570</td>
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</tbody>
</table>

Online Registration & Housing will begin on Wednesday, November 20, 2013 at 12:00pm CT.

**Non-Member Delegates**

The following non-member categories **will not** be required to request an Access ID#. These two categories can register by simply visiting the online registration system beginning **Wednesday, December 4, 2013 at 12:00pm (CT)**.

**Non-Member Physicians** - (treating patients in an office like setting)

**Mandatory questions during the online Registration & Housing process:**

Does your delegate have a valid physician license? Yes or No

Is your delegate a Dermatologist? Yes or No

If they are **not** a Dermatologist, you will need to answer the additional questions about your delegate below.

- My current physician type is (Example: Plastic Surgeon, Pediatrician, Pharmacist, etc.)

$1,735 $2,080

**Non-Member Non-Physicians** - (Non-member corporate individuals, pharmacists, industry representatives, or scientists/researchers working in the field of dermatology)

**Mandatory questions during the online Registration & Housing process:**

Are you currently working in the field of Dermatology? Yes or No

Affiliation? (Example: researcher, scientist, etc.)

Reason for attending the meeting:

- Scientific Sessions
- Technical Exhibits
- Poster Exhibits
- All

$1,850 $2,220
# GROUP REGISTRATION

## Non-Member Delegates (continued)

For delegates of your group who are a **Resident or Medical Fellow** (Not in a U.S. or Canadian approved Dermatology Residency or Fellowship Program). This category can register via the online registration and housing system beginning **Tuesday, November 26, 2013 at 12:00pm CT.**

<table>
<thead>
<tr>
<th><strong>Resident/Medical Fellow</strong> - (Not in a U.S. or Canadian approved Dermatology Residency or Fellowship Program)</th>
<th>$175</th>
<th>$230</th>
</tr>
</thead>
<tbody>
<tr>
<td>• For this category a non-member access ID# must be requested prior to registration. To obtain an access ID# for a Resident/Medical Fellow (<strong>outside U.S./Canadian program</strong>) please go to the following link</td>
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<tr>
<td><a href="http://www.aad.org/meetings/2014-annual-meeting">http://www.aad.org/meetings/2014-annual-meeting</a> (click on non-member registration information)</td>
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<tr>
<td>Please note: Additional documentation must be submitted during the access ID# request process. See details: <strong>A current official letter from the educational or training institution validating participation in the program.</strong> This letter needs to be signed, reflect a current date, and list the start and anticipated end date of the training program. Participation in the program must be ongoing at the time of the meeting.</td>
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<tr>
<td>• Once the request is processed (about 10-12 business days) you will be emailed the access ID # to use to access the online registration system and then complete the registration &amp; housing process. <strong>ID#s are non-transferable.</strong></td>
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**NEW -** Verify that registration categories are correct before completion of each registration. If a category adjustment is required, a $100 category adjustment fee will be applied.

## Receipts/Invoices

Upon completion and payment of each individual registration you will receive a confirmation letter via email. This will serve as your receipt/invoice for the delegate that you have registered.

An all-inclusive invoice will be sent to the DGR once all required group forms have been received. The deadline date to complete registration and submit all required group forms is **January 22, 2014 at 12:00pm (CT).** Only groups that have submitted all of the required forms by the deadline date will be eligible to receive an all-inclusive invoice. Only delegates with a completed, paid registration can be included on this invoice. **New individuals cannot be added to the group after the deadline date of January 22, 2014 at 12:00 pm (CT).**

## Suggestions

You will want to list the delegates’ preferred personal mailing address on their registration record, for use on their ExpoCard and meeting materials by exhibitors in the exhibit hall.

When registering delegates you will need to know who is responsible for the delegates’ registration payment. See example below:

Please indicate if funding of your base registration (not including housing) is provided by one of the options listed below.

- Corporate Institution
- Government Institution
- Learning/Educational Institution
- Other
GROUP REGISTRATION

Registration Policies & Deadline Dates

Wednesday, January 22, 2014 at 12:00pm (CT)
Deadline date to complete delegate’s registration, submit the required group forms at the discounted registration rate, and be included for a group pick up or mailing of the materials. All delegates must be paid in full to be included on the Delegates Listing, and to be included in a group pick up or mailing of the materials. New individuals cannot be added to the group after this date and time.

If your delegates require an access ID # prior to registration please allow 10-12 business days to process your request and receive the delegates’ access ID number. We suggest that access ID# requests are made by January 13th to ensure you receive your ID# by the January 22nd group deadline date. See page 3 for a listing of categories that will require an access ID #.

Deadline date for delegates to finalize session ticket selections. Individuals may still exchange/return session tickets onsite.

After January 22, 2014 at 12:00pm (CT)
Registration completed after the group deadline date and time of 12:00pm (CT) on January 22, 2014 thru March 12, 2014 at 12:00pm (CT) will be treated as individual registrants and cannot be included on your delegates listing, invoice summary or group pick up/mailings.

Individuals with a completed registration by the discounted registration deadline date of February 12, 2014 at 12pm (CT), but are not included in the group will have their meeting materials mailed to the registrant prior to the meeting. Materials will go to the address provided during the online registration process.

Individuals registered after February 12, 2014 at 12:00pm (CT) will be registered at the standard registration rate and will need to pick up their own materials onsite at the meeting with their photo ID.

Wednesday, March 12, 2014 at 12:00pm (CT)
Advance registration will close. Onsite registration at the standard registration rate will now be required. After this date and time delegates will now need to register themselves onsite at the meeting with a photo ID and individual payments. Due to the volume of attendees at the meeting, group registrations will not be accepted onsite.

Wednesday, March 19, 2014 at 12:00pm (CT)
Deadline date to cancel a registration and receive a refund. A $100 processing fee per person will be applied. Refunds will not be issued for written cancellations received after 12:00pm (CT) on March 19, 2014.

Cancellations

- Cancellation requests must be sent via email to aadgroup@experient-inc.com. Please review the cancellation deadline date listed above.
- Names changes will not be accepted.
- Registrations are non-transferable.

NOTE: Please be aware that name changes are not allowed in the event of a cancellation. You will have to cancel the entire registration for the delegate who is not attending and will need to complete a new registration for the new delegate and make payment for that delegate. New delegates cannot be added after 12:00pm (CT) on January 22, 2014 deadline date. Please refer to the cancellation fees and deadlines listed above. Any sessions that were held in the name of a cancelled delegate cannot be transferred to a new delegate. Once the delegate is cancelled, any sessions that were affiliated with that registration will also be cancelled and placed back into general sale.
GROUP REGISTRATION

Group Pick-Up/Material Delivery Options

For organizers who have registered & submitted the required group form for their delegates by the Wednesday January 22, 2014 at 12:00pm (CT) deadline date.

Option 1 – Mail all delegate materials to the Designated Group Representative (DGR).
Option 2 – Mail delegate materials directly to the delegates utilizing the address listed on their registration record.
Option 3 – The DGR can set an appointment to pick up all of the delegates materials

Appointment times will only be available on Thursday, March 20, 2014 from 7:30am – 11:30am (MT).

Delegates registered after the January 22, 2014 at 12:00pm (CT) deadline date and time will need to pick up their own meeting materials onsite at the meeting along with their photo ID. Group pick up will not be available for these delegates, nor will these delegates be included on the group invoice.

To make arrangements for your delegates' materials please follow the steps listed below:

1. Complete the DGR form located on page 6 of this brochure.
2. Complete the Group Delegate Listing on page 7 of this brochure
3. Complete the Group Pick up/Materials Delivery form located on page 8 of this brochure
4. Return these forms to:

   Sadie Geraci
   AAD Group Registration Coordinator
   568 Atrium Drive
   Vernon Hills, IL 60061-1731
   Phone: 847-996-5478  Fax: 847-996-5401
   Email: aadgroup@experient-inc.com
GROUP REGISTRATION

DESIGNATED GROUP REPRESENTATIVE (DGR)

Deadline Date: January 22, 2014 at 12:00pm (CT)

The individual listed below will serve as the official Designated Group Representative (DGR), and will be responsible for the completion and submission of all required documentation for Group Registration.

NOTE: Completion of this form is required to be designated as an official group for the AAD 72nd Annual Meeting, and to have your delegates registration information processed as a group.

PLEASE TYPE OR PRINT CLEARLY

First Name/Given Name

Last Name/Surname/Family Name

Organizing Company

Group Company Name

Address

City __________________________ State ________________

Postal Code _______________________ Country ______________________

Phone __________________________ Fax __________________________

*Email (Required) __________________________

Signature __________________________ Date __________________________

*Required Field

I have read and agree to all deadline dates and policies listed within the AAD Group Registration & Housing brochure for the AAD 72nd Annual Meeting, March 21-25, 2014 to be held in Denver, CO.

DGR Signature __________________________ Date __________________________
GROUP REGISTRATION

GROUP DELEGATE LISTING

Deadline Date: January 22, 2014 at 12:00pm (CT)

- Individual registrations must be completed prior to completing this form.
- List only the names of the delegates that have a completed and paid registration record.
- There must be a minimum of 10 registrants listed to participate in Options 1-3 listed on the next page.

YOU MAY PHOTOCOPY THIS FORM FOR ADDITIONAL NAMES

<table>
<thead>
<tr>
<th>First Name/Given Name</th>
<th>Last Name/Surname/Family Name</th>
<th>Registration Confirmation Number</th>
<th>Is this registrant a physician? (treating patients in an office-like setting)</th>
<th>Is this registrant a non-physician?</th>
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GROUP REGISTRATION

GROUP PICK UP/MATERIALS DELIVERY FORM

Deadline Date: January 22, 2014 at 12:00pm (CT)

Please select one of the options listed below for the delivery of your delegates’ materials.

☐ Option 1 – Delegates materials should be mailed to the Designated Group Representative (DGR) prior to the meeting.

    Materials will be received between the dates of February 28 – March 14, 2014.

☐ Option 2 – Delegates materials should be mailed directly to the delegate prior to the meeting using the address provided at the time of online registration.

    Materials will be received between the dates of February 28 – March 14, 2014.

☐ Option 3 – I would like to schedule an appointment for the Designated Group Representative (DGR) to pick up the meeting materials for the delegates of the group onsite at the meeting.

    Appointment times will only be available on Thursday, March 20, 2014 from 7:30am – 11:30am (MT).

    Note: If Option 3 is selected your appointment time will be sent via email to the DGR after all the required forms are received.

Questions? Contact

Sadie Geraci
AAD Group Registration Coordinator
569 Atrium Drive
Vernon Hills, IL 60061-1731
Phone: 847-996-5478  Fax: 847-996-5401
Email: aadgroup@experient-inc.com