

Registration for AGEHR Area I Festival/Conference 2011 is now open!

Early Bird Deadline is March 15, 2011. Final Registration is April 15, 2011.

Please follow the instructions on the following page to save, complete, and return your groups' registration materials.

**FESTIVAL/CONFERENCE '11 HOUSING
IMPORTANT ANNOUNCEMENT**

We are pleased to announce a change in the housing arrangements for FC '11 at the University of MA, Amherst. We have been able to secure air-conditioned housing for the first 600 attendees. This housing is in the north residential section of the campus and nearby the Worcester dining facility. The room configuration is different than we normally have available. Each five-story building will house approximately 200 attendees in fully air-conditioned apartments. Apartments include four single bedrooms, two full bathrooms, and shared living room/kitchen area including stove, microwave and refrigerator. You may go to the UMass website to view the housing location and view the actual apartments.

Therefore, there is no additional charge for single rooms—all rooms will be priced at the double room rate. You will still be able to request housing with another individual and we will honor these requests if at all possible. Please keep in mind that we will need to house 4 attendees in each apartment due to the fact that we have only 600 beds available. As always, we will do our utmost to keep choirs together but there may be apartments that will have mixed groups in them. For instance, if there is a choir that wishes to house 10 attendees, then one of the apartments will have 2 attendees that are not a part of that choir. Keep in mind that you always have the flexibility once you are checked in to your apartment(s) to move around within your own choir.

As many of you know, FC has the tradition of occurring during the hottest 4 days of the entire summer and we are sure that you will all enjoy the opportunity to stay in air-conditioned quarters.

If you have already registered and requested "single" housing and submitted your payment, we will refund you the over-payment.

Please contact the Festival registrar (registrar@agehrarea1.org), if you have any questions or concerns.

Here's what you will need for registration:

- ◆ A completed Course Schedule Form from each of your group members which was distributed during the pre-registration period. (also available on the Area I website)
- ◆ Adobe Acrobat Reader 8.0 or 9.0 installed on your computer. Acrobat Reader is a free program available at www.adobe.com. Most of you are familiar with it since it is used widely over the Internet. Acrobat Reader's latest versions will enable you to save this file that you downloaded from our website, complete it later if you choose, and enable you to have a final digital copy of your Registration. If you receive an error message (such as "this file is damaged") when you attempt to open the registration form, it may be because you don't have the latest version of Acrobat Reader installed, so your computer doesn't recognize the file format.

The actual registration process:

- 1) Double-click the file you downloaded and saved on your Desktop or in a special folder. This will open Acrobat Reader. The file will open and the first field for you to fill in will be highlighted in blue. Type as normal, then hit "Tab" to move through the fields to be filled in. (You may also select each field with your cursor.) (*Note:* after you've filled in a field or two, try saving your file. If you don't have the latest version of Acrobat, the file will not save. This may be due to the fact that an older version of Acrobat is on your computer and that version opened instead of the newer one. In that case, you will need to go to your "Start" menu (Windows) or Applications folder (Mac) and find the correct Reader version (8 or 9) and open it there. After the program starts, go to File:Open and find the file that you downloaded and saved.)
- 3) Fill out the form(s) completely, beginning with page 1 with information on your group. Pages 2-21 (as many as needed) are for the attendees in your group. Please note that you will need to fill out an "Individual Attendee Information" form even for chaperones, though without course selections for those individuals.

Remember: 1) all fields in red on the first page are required; 2) enter a T-shirt size for each attendee; and 3) on the final, Summary, page, the Bradford Scholarship boxes must be checked Yes or No.

If you provide an attendee's e-mail address, their final course schedule will be e-mailed to them directly; if this field is left blank, the schedule will be returned to the groups' primary contact listed on page 1.

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If an attendee has a roommate preference, please enter the name in the appropriate field (please check the box if the roommate is NOT a member of your group). If the attendee does not have a roommate preference, leave the field blank and we will assign a roommate.

Once you've filled out Attendee Information for all the members of your groups, move to the last page of the document. Most of the fields (with the exception of the Bradford Scholarship info and the check amount) will be populated automatically based on the data entered earlier in the form. Please use this page to double-check your attendees' names and registration fees before submitting the file.

4) Once the Group Registration Form is complete, save the document again, hit the Submit Form button at the top right and/or attach the final document to an email and send it to Sue Henderson at shenderson@athenahealth.com. You will receive a confirmation within 1 business day that your email was received in good order.

5) Lastly, print the final page of the document and send a check for the Total Amount to:

Sue Wilber, Co-Registrar
107 Robertson Drive
Hamden, CT 06518

If you have any questions during this registration process, please consult the accompanying documentation. If you have further questions or need additional assistance, please feel free to contact Sue Henderson via e-mail (shenderson@athenahealth.com) or phone (781-710-0976).

Sue Henderson
Sue Wilber
Registrars, Festival/Conference 2011