The following order is being processed:
REGISTRATION 2012R-1745:
ACPA Louisville 2012 Convention 3/24/2012 - 3/28/2012

Thank you for your registration to attend the ACPA 2012 Annual Convention in Louisville, Kentucky. This e-mail confirms your payment receipt, summarizes your order, and provides information on The New C3, as well as how to make your hotel reservations for convention.

Payment Receipt and Order Summary
If you wish to change, add, or delete additional items from your registration, you must contact the International Office by sending an e-mail to: info@acpa.nche.edu. Please include in the subject line "Convention Registration". You may also call the International Office directly at (202) 835-2272 during regular business hours (M-F 9am-5pm ET). Service and processing fees may apply. Cancellation and refund policies are included at the end of this e-mail.

The New C3
All convention registrants receive one complimentary candidate registration and/or one job posting per convention registrant to The New C3. To post a position and/or to register as a candidate, visit http://convention.myacpa.org/career_central_at_convention/login.php. You will have limited access to the site until your registration is fully processed; this could take up to 72 hours. Please contact careercentral@acpa.nche.edu or visit www.TheNewC3.org for more information.

Employers who want to interview on-site and/or post more than one job may purchase additional job postings and interview table spaces at the following rates:

Member Interview Table - $75/interview table Member additional job posting - $100/additional job

Non-Member Interview Table - $150/interview table Non-Member additional job posting - $200/additional job

To purchase additional interview tables, please visit:
http://members.myacpa.org/Scripts/4Disapi.dll/4DCGI/store/item.html?Action=StoreItem&Item=1160

To purchase additional job postings, please visit:
http://members.myacpa.org/Scripts/4Disapi.dll/4DCGI/store/item.html?Action=StoreItem&Item=1161

Hotel and Travel Information
ACPA has negotiated special hotel rates for our 2012 Convention registrants at three (3) great Louisville hotels! In addition, when you book your room through the special link below, your rate will also include complimentary high speed Internet and reduced self parking rates at these convention hotel properties!

You are encouraged to make your hotel reservation as soon as possible, and no later than February 20, 2012 in order to secure the convention room rate. Reservations after that date will be on room availability basis and may be at a higher rate.

To receive the convention rates and special concessions for staying at one of the three hotels, you need to make your hotel reservations through our online housing services by following the link below:

https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=3547613

** Why is it important to fulfill the ACPA room block at convention hotels?

Hotel room blocks are agreed upon after a convention city selection process, which usually occurs years in advance. Meeting room block agreements with convention hotels establishes a history which enables ACPA to offer both competitive room rates and needed meeting room space in subsequent convention cities. If we do not fill our room block, ACPA must pay for rooms that were contracted and not filled.

The three convention hotels are:

Galt House
Rivue Tower: Single/Double: $145; Triple/Quad: $155 Suite Tower: Single/Double: $165; Triple/Quad: $175
Self Parking $8/day

Marriott Louisville Downtown
Single/Double: $174; Triple: $184; Quad: $194 Self Parking $10/day

Hyatt Regency Louisville
Single/Double: $174; Triple/Quad: $194
Self Parking $10/day
For updated travel information, including directions and airline discounts, please visit the convention Web site for more information http://convention.myacpa.org.

See you in Louisville!
ACPA Convention Planning Team

REMIT TO: ACPA
National Center for Higher Education, One Dupont Circle, NW, Suite 300
Washington, DC 20036-1188
www.myacpa.org

INVOICE #: REG-0202268
STATUS: Pending
RECEIVED: 1/20/2012
ORDER PLACED BY: Ariana Bostian-Kentes
ORDER TOTAL: $425.00
BALANCE DUE: $425.00

REGISTRANT PERSON ID 45067: Ariana E. Bostian-Kentes
3200 Michigan Union
530 South State Street
Ann Arbor MI 48109-1308
Phone: 734.763.4186
Email: abostian@umich.edu

BILL TO (CUSTOM ADDRESS) FOR COMPANY ID 663: University of Michigan-Ann Arbor
530 South State Street
3200 Michigan Union
Ann Arbor MI 48109
Contact Person: Ariana Bostian-Kentes

Email: abohn@umich.edu

******* ORDERED ITEMS *******

* ACPA Louisville 2012 Convention at $425.00

******* PAYMENT INFORMATION *******

SUBTOTAL: $425.00
6 % Tax: $0.00
TOTAL DUE: $425.00
Received to Date: $0.00
BALANCE DUE: $425.00 USD

Notes:

Special Needs:

** Cancellation and Refund Policy **

To cancel your registration and request a refund, you will need to submit a written statement or send an e-mail notification for the cancellation and refund within the required dates, noted below. Please make sure to include a date on the request and include the subject line: "ACPA Convention Refund Request".

Telephoned requests for a refund will not be honored.

In order to qualify for member rates, your membership with ACPA must be valid through March 28, 2012. You must have your own individual ID number. You will not get a member rate by using your Institution's ID number.

Refund requests timelines:
* Refund requests received or postmarked by January 31, 2012, will receive a full refund less a $55 service and processing fee.
* Refund requests received or postmarked between February 1-29, 2012, will receive a refund equal to 50 percent of the appropriate registration fees.
* Refund requests received or postmarked after February 29, 2012, will not be honored.
* Awards Luncheon and Pre-Convention Workshop fees will be refunded in full if written request is received or postmarked by February 29, 2012. After February 29, 2012, no refund will be available.

E-mail your request to info@acpa.nche.edu or mail your request to ACPA, One Dupont Circle, NW, Suite 300, Washington, DC 20036, USA. Refunds are processed four (4) weeks after receipt of e-mail. Requests for exceptions to the policy will not be considered until four to six weeks after the Annual Convention.