



Conference Registration and Information policies

Discounted Rates:

Online registration: Register online and save \$50 off your registration. All paper registrations will include a \$50 processing fee.

APGA Early Bird Discount: Submit your registration online by **April 18, 2014**, and save \$50 off the daily registration rate and \$100 off the full registration rate. One-Day and Multi-Day registration fees also increase after April 18, 2014. Regular rates are in effect from April 18 to June 13, 2014. All registrations received after June 13, 2014 will be charged an additional on-site fee.

Membership: Join APGA today and take advantage of conference discounts. For membership information, please contact the APGA Membership Manager at 610.708.3014 or smoussa@publicgardens.org. (To receive the discounted rates, membership dues must be received with or prior to your registration.)

4-Day Registration: All Plenary Sessions, the Keynote Address, In-Conference event tours, and many meals are provided. Full registration also includes attendance to all concurrent sessions. Optional Tours and Workshops, Host Garden Dinner Events, and certain special events are not included, but may be purchased at an additional fee.

1-3 Day Registration: Daily registration allows you to attend that day(s) Plenary or Keynote Sessions, special sessions and concurrent sessions, host garden tour, and any meals that are included. Host garden dinners are not included but may be purchased at an additional cost.

Presenters/Moderators: Presenters and Moderators who are **not** members of APGA who are speaking at the conference, please contact Vivian Lovingood, APGA Office Manager, at 610.708.3012 or vlovingood@publicgardens.org for special registration details.

Students: Full-time students who are student members of APGA may register at the student rate. All other students must join APGA to benefit from the student rate or pay the non-member rate. For membership information, please contact Suzanne Moussa, APGA Membership Manager, at 610.708.3014 or smoussa@publicgardens.org.

Guests: You must register guests for the events they will attend, as most events incur an additional guest fee. Please complete the Guest Information section when registering.

Complimentary Registrations/Scholarships: Outside of student travel award winners chosen in February 2014, APGA has no budgeted funds to provide scholarships or complimentary registrations. On average, 100-120 speakers participate in the conference each year. Those from APGA member institutions do not receive any reimbursements. Our apologies, but as a small association, we depend a great deal on conference registration fees and at this time are simply unable to support any scholarship or complimentary registration requests to the annual conference.

Payment Policy: All payments must be in US dollars and included with your registration form. Registration forms received without proper payment will not be processed. Please direct all questions regarding payment to Vivian Lovingood, APGA Office Manager, at 610.708.3012 or vlovingood@publicgardens.org.

Refund and Cancellation Policy: All refund and cancellation information is available on the conference registration website.

Confirmations: Attendees who register by June 13, receive email confirmations. Those who register after June 13, 2014, can pick up their confirmations at the Conference Registration Desk along with their conference packet and name badge.

Please review your conference registration confirmation carefully, and save the confirmation code. It is needed to make any refund or cancellation requests. Refunds and cancellations will be subject to a processing fee. Please contact Vivian Lovingood, APGA Office Manager, at 610.708.3012 or vlovingood@publicgardens.org with any questions or corrections.