

FAQ's

AACH Research and Teaching Forum, October 17-19, 2008 Translating Communications Research: Bench to Bedside to Community

Q) When should I notify AACH if I plan to withdrawal my submission(s)?

A) All notifications should be made to Becky Hadley, Program Coordinator, by Tuesday, July 15, 2008. E-mail hadley@aachonline.org.

Q) Can I update my abstract?

A) Yes, please e-mail all updates to hadley@aachonline.org by August 1, 2008.

Q) Can I add another author(s) to my submission?

A) Yes, but please also be sure to include the author's contact information, as well as location/organization/school/health system, etc. Please e-mail to hadley@aachonline.org by August 1, 2008.

Q) Is there a student discount available for the registration fee?

A) There is an "In-Training" discount available to those who have their training director send a letter of confirmation. Please send letters to Sherry Erker at erker@drakeco.com by the following deadlines to receive the discount:

Before August 15th: \$325

After August 25th: \$350

After September 15th: \$400

Q) Is there a one-day registration fee if I do not plan on attending the entire conference?

A) There are no smaller registration fees if you cannot stay for the entire conference. The full registration fee applies regardless of the duration of your stay.

Q) I am presenting more than once; can I be guaranteed that my sessions will not overlap?

A) AACH will take multiple presenters into consideration when coordinating the conference schedule. The schedule of sessions will be available on the AACH Web site, Forum page in late July. E-mail hadley@aachonline.org with any queries.

Q) I am presenting in multiple formats (poster, oral, and workshop); where can I find all of the information I will need for each presentation?

A) On the AACH Web site, Forum page (<http://www.aachonline.org/programs/aachforum>), you will find a listing of presentation information for each type of presentation format. E-mail hadley@aachonline.org with any queries.

Q) Where can I find registration and hotel information?

A) Both registration and hotel information are listed on the AACH Web site, Forum page (<http://www.aachonline.org/programs/aachforum>).

Q) Can I register online?

A) In order to register you must send in your registration form, along with a check or credit card information, to Member Services, 16020 Swingley Ridge Road, Suite 300, Chesterfield, MO 63017. The registration form is available online as a PDF (<http://www.aachonline.org/downloads/RegistrationForm.pdf>). Your registration must be PROCESSED by Friday, October 3, 2008 in order to get a pre-printed name badge.

*Space providing, on-site registration will also be available.

Q) What is the cancellation policy?

A) There is a \$75 fee for cancellations made before September 15. No refunds after September 15. Conference fee refunds will be issued after the conference. The cancellation policy is stated on the registration form, as well (<http://www.aachonline.org/downloads/RegistrationForm.pdf>).

Q) How should I bring/save my presentation?

A) With the exception of posters, all presentations should be on a CD or flash drive. We recommend that you save your presentation on multiple storage devices to avoid technical difficulties. Please use this naming convention: "**Your Last Name-Your submission #. file type**" e.g., Smith-284.ppt. This will allow you to quickly find the correct file on your CD-Rom or flash drive and hopefully will speed the change between presenters.