



MSMA 2017 WINTER CONFERENCE
January 12-14, 2018
Holiday Inn, Southgate, MI

REGISTRATION FORM

Please print or type the following information:

NAME: _____ CREDENTIAL: _____

NICKNAME: _____ CHAPTER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (H) _____ (W) _____

EMAIL ADDRESS: _____

Please complete the following:

Have you attended a MSMA Conference before? Yes No

If you have a dietary requirement, please specify:

Gluten free Vegetarian Other _____

If you have a disability that requires auxiliary aids during the conference, please specify:

Audio Visual Mobile

*****Proof of Membership and/or Current Student ID Required at Registration Desk*****

Reg. Postmarked by Reg. Postmarked by

Please complete the following:

December 20, 2017

December 27, 2017

<input type="checkbox"/> AAMA Member Membership # _____	\$ 65.00	\$ 85.00
<input type="checkbox"/> Non-Member	\$ 95.00	\$ 115.00
<input type="checkbox"/> MSMA Past President	\$ 35.00	\$ 55.00
<input type="checkbox"/> Student Institution _____	\$ 35.00	\$ 55.00
Send copy of Student ID with registration		
<input type="checkbox"/> Saturday Only (includes registration and Sat. meals)	\$ 65.00	\$ 85.00

Non-Conference Attendee Meal Ticket Prices	#	Total Amount
Saturday Breaks & Lunch \$35.00	_____	_____

Deadline for registration is December 20, 2017

Deadline for Hotel Reservation is December 22, 2017

Payment must accompany registration.

Make Checks Payable to: **MSMA or NEW** online registration available (see msmaonline.org for details)

Please put Winter Conf. in memo

Amount Enclosed \$ _____

Mail Registration and Checks to:

Cindy Harleton, CMA (AAMA)

942 Beckwith Shores

Quincy, MI 49082

Charle1933@aol.com

313-475-2613

REGISTRATION POLICIES

1. Proof of AAMA membership and/or current student ID required at Registration Desk.
2. If an email is provided, an email confirmation of registration receipt will be sent.
3. Name badges must be worn to all MSMA Conference functions for admission.
4. Registration deadline is **December 20, 2017**. Late registrations accepted only until **December 27, 2017**. Cancellation policy: Written notice of cancellation must be post marked by **December 27, 2017**. A \$20 administrative fee will be retained. No refunds after **December 27, 2017**.
5. **Any onsite registrations cannot be guaranteed food.**
6. Returned checks will be assessed an administrative fee of the current bank rate.
7. Total CEUs based on actual contact hours. You must attend 90% of each session to earn CEUs. Agenda subject to change.
8. Education sessions subject to change and pending approval with MSMA Educational Committee and AAMA.
9. Eligible non-members may join AAMA with completion of an application.
10. In accordance with the Americans with Disabilities Act, please contact Holly Griffith at 248-310-6266 or naildr98@aol.com for accommodations.

ROOM RESERVATIONS

**Holiday Inn Southgate
17201 Northline Rd.
Southgate, MI 48195
734-283-4400**

1. Reservations for the Conference will be made by individual attendees directly with the hotel.
2. Group Name: **Michigan Society of Medical Assistants.**
3. The room rates are as follows:
2 queen beds: \$ 99.00 plus tax
1 King bed: \$ 99.00 plus tax
Complimentary breakfasts included with room for four registered guests.
Reservations must be accompanied by a first night room deposit, or guaranteed with a major credit card.
4. Room reservations received after the deadline will be subject to availability.
5. All questions or concerns should be directed to the hotel. MSMA does not accept any responsibility for the room reservations.
6. If any difficulties arise with making reservations under the Michigan Society of Medical Assistants, contact Holly Griffith at 248-310-6266 email at naildr98@aol.com.
7. Hotel Reservation deadline is **December 22, 2017**.