



2015 Conference Information and Policies

Discounted Rates:

Online registration: Register online and save \$50 off your registration (automatically applied at the beginning of the process). All paper registrations will include a \$50 processing fee.

APGA Early Bird Discount: Submit your registration online by **April 17, 2015**, 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 17, 2015. Regular rates are in effect from April 18 to June 12, 2015. All registrations received after June 12, 2015 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 Lunch Sessions, the Keynote Address, host garden tours, and many meals are provided. Full registration also includes attendance to all concurrent sessions and special sessions (except the Leadership Forum). 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 Lunch Sessions, concurrent sessions, special sessions (except the Leadership Forum, if applicable), host garden tour(s), and any meals that are included. Host garden dinners, optional tours, workshops, and certain special events are not included but may be purchased at an additional cost.

Presenters/Moderators: ALL Presenters and Moderators must register for the conference. Those who plan to attend conference events (including concurrent sessions), please select the “Exhibitor/Moderator/Speaker – attending conference” Registration Type at the start of the registration process. If you only intend to give your presentation and DO NOT plan on attending any other events at the conference (including concurrent sessions), please select the “Exhibitor/Moderator/Speaker – presenting only” Registration Type in order for APGA to collect important contact information.

Exhibitors: ALL Exhibitors who plan to attend the conference must register in advance. Further instructions will be sent to you directly. Contact APGA Membership Manager, Suzanne Moussa, at smoussa@publicgardens.org, with any questions.

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: A “Guest(s)” is a person who will be accompanying you to certain special or optional events, but does not plan to attend the rest of the conference (**i.e. a spouse/partner**). As most of these special or optional events require an additional guest fee, you **MUST** register your guest(s) for any and all events he or she wishes to attend. During your registration process, you will be prompted to select a daily or multi-day registration option for your guest, simply select the same option that you choose for yourself. **PLEASE NOTE:** Guests **CANNOT** attend concurrent sessions. Anyone who wishes to go to concurrent sessions **MUST** sign up as an attendee and pay to attend the conference accordingly.

Complimentary Registrations/Scholarships: Outside of student travel award winners, APGA has no budgeted funds to provide scholarships or complimentary registrations. As a small non-profit association we are simply unable to support any additional scholarship or complimentary registration requests to the annual conference at this time.

Payment Policy: All payments must be in US dollars and included with your registration form or online. Registration forms received without proper payment will not be processed. For those who wish to pay via check, simply select this option either on your form or during registration checkout online. Please direct all questions regarding payment to Vivian Lovingood, APGA Office Manager, at 610.708.3012 or vlovingood@publicgardens.org.

Confirmations: Attendees who register by June 12, 2015 will receive email confirmations. Those who register after June 12 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, cancellation, or modification 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.

Refund and Cancellation Policy: Refund or cancellation requests must be made in writing to APGA. APGA will refund registration fees less a \$125 processing fee if the written cancellation is received by April 17, 2015. Cancellations received from April 18 through June 12 are 50 percent refundable. **After June 12, there are NO REFUNDS** for cancellations, no-shows, or unused function tickets. Cancellation policies and fee do not pertain to the optional tours and workshops, which may be cancelled for a full refund up until June 12, 2015. Please direct all questions regarding payment to Vivian Lovingood, APGA Office Manager, at 610.708.3012 or vlovingood@publicgardens.org.