



GROUP REGISTRATION GUIDELINES

Attendee Lists

Attendee lists must be provided within a certain timeframe after the [Group Registration Request](#) has been submitted for the AAP 2024 National Conference & Exhibition. Group Coordinators will receive an email from NCEInternational@aap.org with instructions on how to provide the list and payment promptly. It is very important to have accurate information for each individual, including an AAP ID number and correct email.

AAP ID Number

If an attendee has registered for any prior AAP conferences, they should have an ID number. To avoid duplicates or errors with a record, AAP ID numbers are required. If it is not available, we will assign one.

Email

Accurate email is very important to have, so that each attendee will receive all promotional materials, and necessary information leading up to the conference. Attendees will also be able to access the conference platform, and the educational program with their own information. If the email is incorrect, it will cause problems and delays on-site, in receiving registration and accessing online program materials (including being able to print their Certificate of Attendance after the conference).

Invoice

An Invoice ID/number will be assigned for the group registration. If necessary, for business requirements, Group Coordinators will be able to print a copy of the invoice information with their provided list of attendees, including registration fees and total balance due. Please contact NCEInternational@aap.org with questions. Please know that full payment, and/or confirmation of payment is required for AAP Registration to begin registration.

Payment

Payment must be received with attendee lists. Credit cards are the most efficient payment method. The amount to be charged will be the total balance due for the group registration. AAP Registration reserves the right to adjust fees accordingly and will charge only the necessary fees. Bank wire transfers are also an acceptable payment. If a bank wire transfer payment is the preferred choice, instructions will be provided on how to complete payment to AAP Registration. Payment confirmation of the bank wire transfer is required to be submitted with the attendee list, as the payment transfer does take longer to receive. The group registration will be considered complete once payment is received, processed and registrations are finalized. Final paid invoice receipts will be sent to Group Coordinators via email.

Cancellations

Any registration cancellations for attendees of a group for the AAP 2024 National Conference & Exhibition can be made at any time until Friday, September 6, 2024, which is three weeks prior to the start of the conference, for a full refund of the registration fee. Registrations are non-transferable. A **Cancellation** form must be submitted for each attendee to be cancelled. The form can be accessed and submitted here [2024NCE CANCELLATION REQUEST](#). Cancellations will be processed in order of receipt, and refunds will be issued back to the original payment method.

Changes

For any changes, due to an incorrect name spelling, or an incorrect email of one of the attendees, a **Correction Change** request must be submitted to [2024NCE REQUEST Correction Change](#) as soon as this is necessary. These changes will be processed upon receipt.

Hotel Reservations: International Groups

International Group Housing (IGH) is AAP's official international housing agency. International group attendees must have their hotel rooms booked through [International Group Housing \(IGH\)](#), to avoid penalties. Please contact IGH at info@aap-igh.com for hotel reservation support and any questions.

Hotel Penalty Fee

The Group Coordinators/Travel Company will be charged a hotel penalty fee of \$125.00 (US) per registrant, if the group books outside the AAP block, and, or for rooms not reserved through IGH. AAP Registration must receive any invoiced hotel penalty payments no later than Friday, September 6, 2024. This will ensure no delays or issues upon attendee pick-up of registration materials on-site in Orlando, FL.

AAP Policies

Group Coordinators must ensure that attendees review and attest to the following AAP policies as they are required to adhere to, to attend the AAP 2024 National Conference & Exhibition in Orlando, FL.

Code of Conduct Policy: <https://aapexperience.org/conduct>
Health & Safety Policy: <https://aapexperience.org/health-safety>

Badges

Each attendee will be responsible for picking up their own badge on-site in the Registration Area of the Orange County Convention Center, Orlando, FL. All group registrants will receive an email with a QR Code prior to the conference that they can bring to the Registration Area. A photo ID will be required.

Dates to Remember

International Group Registration & Housing Opens:

Wednesday, May 8, 2024

All-Access Advance Registration Deadline Date:

Friday, August 9, 2024

Final Day to Receive Pending Wire Payments:

(for **All-Access** Advance Registration)

Friday, August 9, 2024

Group Attendee Registration Cancellation Deadline Date:

Friday, September 6, 2024

Hotel Penalty Fee- Invoice Payment Due Date:

Friday, September 6, 2024

Virtual-Only Advance Registration Deadline Date:

Friday, September 13, 2024

Final Day to Receive Pending Wire Payments:

(for **Virtual-Only** Advance Registration)

Friday, September 6, 2024

International Group Registration Closes:

Friday, September 13, 2024

Thank you for your interest in the AAP 2024 National Conference & Exhibition. We look forward to seeing everyone in person or virtually!

Please contact NCEInternational@aap.org with any questions or concerns.