

## GENERAL REGISTRATION INFORMATION

**Contact Person:** Lemuel Berry, Jr., Executive Director  
**Meeting Facility:** Crowne Plaza Baton Rouge, Baton Rouge, Louisiana  
Tel: 225/925-2244; Fax: 225/930-0140  
**Conference Dates:** February 14-19, 2011  
**Conference Telephone:** 207/839-8004  
**Conference Fax:** 207/839-3776  
**Email:** [naasconference@earthlink.net](mailto:naasconference@earthlink.net)  
**Website:** [www.naaas.org](http://www.naaas.org)

## REGISTRATION POLICIES & PROCEDURES

1. **Please register early.** Early registration guarantees inclusion in the conference program.
2. **Registration:** One (1) registration form per person. Forms may be duplicated.
3. **Registration Confirmation:** A confirmation of conference registration will be emailed or faxed within 48 hours of receipt of registration. Please provide a fax number or email address on each registration form to receive confirmation. Any questions related to conference confirmations should be directed to NAAAS & Affiliates at 207/839-8004.
4. **Returned Check Policy:** A \$25 fee will be assessed on each **returned check**.
5. **Cancellation/Refund Policy** – A \$50 handling charge will be assessed on all cancellations. Requests for cancellations **MUST** be in writing and mailed, faxed or e-mailed on or before **Friday, January 28, 2010**. Telephone requests **WILL NOT** be honored. Conference organizers cannot accept refund requests resulting from cancelled flights and/or “acts of God”. Please allow 30 days after the close of the conference for refunds.
6. **No Shows** forfeit all registration monies paid. **NO EXCEPTIONS.**

## HOUSING INFORMATION

### CONFERENCE HOTEL

Crowne Plaza Executive Center  
4728 Constitution Avenue  
Baton Rouge, LA 70808  
Tel: 225/925-2244 – Fax: 225/930-0140

### **Room Rates:**

Single or Double: \$99.00 + tax

**NOTE:** Please identify yourself as a conference participant in order to receive the conference room rate.

## SHUTTLE SERVICE

The hotel provides shuttle service to and from the Baton Rouge airport for a fee of \$14.00 each way. Taxi service is approximately \$25.00 each way.