

GENERAL REGISTRATION INFORMATION

Contact Person: Lemuel Berry, Jr., Executive Director
Conference Location: Baton Rouge, Louisiana
Meeting Facility: Crowne Plaza Executive Center Hotel
Tel: 225/925-2244; Fax: 225/930-0140
Conference Dates: February 8-13, 2010
Conference Telephone: 207/839-8004
Conference Fax: 207/839-3776
E-mail: naaasconference@earthlink.net
Website: 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 e-mailed or faxed within 48 hours of receipt of registration. Please provide a fax number or e-mail 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 cancellations. Requests for cancellations **MUST** be in writing and mailed, faxed or e-mailed on or before **Friday, January 22, 2010**. Telephone requests **WILL NOT** be honored. 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: You must 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.