

# REGISTRATION INSTRUCTIONS

## HOW TO REGISTER

To register for the AAST 32<sup>nd</sup> Annual Meeting, choose one of the following:

- Visit the AAST Web site at [www.aastweb.org](http://www.aastweb.org) and register online (credit card only).
- Fax the enclosed registration form to (708) 273-9354 (credit card only).
- Mail the registration form with credit card or check payment to:  
American Association of Sleep Technologists  
Attention: Meeting Department  
One Westbrook Corporate Center, Suite 920  
Westchester, IL 60154

## EXPRESSPASS® REGISTRATION

Avoid long registration lines on-site and use ExpressPass® instead!

1. Pre-register for the AAST 32<sup>nd</sup> Annual Meeting.
2. Bring the e-mail confirmation letter with you to San Antonio.
3. Go to the ExpressPass® registration counters to scan the barcode on your confirmation letter.
4. The badge will print automatically and can be picked up along with your meeting materials.

## MEMBERS SAVE!

Not an AAST member? Join today to receive the discounted members-only registration fees and CECs for the AAST Annual Meeting. Visit the AAST Web site for more information and to join: [www.aastweb.org](http://www.aastweb.org).

## SECTION I - REGISTRATION INFORMATION

A registration form must be completed for each person attending the meeting. Type or print your information clearly. The form is on pages 21 and 22. NOTE: The registration form is for the AAST 32<sup>nd</sup> Annual Meeting and SLEEP 2010.

## TERMS AND CONDITIONS

By submitting your registration form for the AAST 32<sup>nd</sup> Annual Meeting, you agree to abide by the membership disclaimer, cancellation and ticketed sessions terms and conditions.

## MEMBERSHIP DISCLAIMER

To register as an **AAST member**, the registrant must currently be an **individual member** of the American Association of Sleep Technologists (AAST). If the national office is unable to confirm that the individual is a member of the AAST, the national office will register the individual as a nonmember for all sessions at the prevailing fees. If you wish to become a member and take advantage of the membership benefits, you must submit your membership application at the time of submission of your registration form. The AAST membership application form is available on page 23. If you are a **nonmember** and would like to continue to register as a **nonmember**, continue reading the Cancellation and Ticketed Sessions statements.

## CANCELLATION

Notification of cancellation must be submitted in writing to the national office. A \$50.00 administrative fee will be withheld on cancellations postmarked on or before **May 19, 2010**. No refunds are possible after this date. If you are registered for the meeting and do not attend, you will not be provided a refund.

## TICKETED SESSIONS

AAST postgraduate courses and SLEEP 2010 postgraduate courses, meet the professor sessions and lunch and learn sessions require tickets for admission and have limited seating. If you are registering after the cancellation deadline of **May 19, 2010**, it is highly recommended that you view the current list of sold out sessions on the AAST Web site at [www.aastweb.org](http://www.aastweb.org) or the SLEEP 2010 Web site at [www.sleepmeeting.org](http://www.sleepmeeting.org). **Waiting lists are not offered for sessions that are SOLD OUT.**

## SECTION II - GENERAL SESSION REGISTRATION

The registration fees listed on the registration form are for pre-registration. After May 26, 2010, the national office will no longer accept registrations for the AAST 32<sup>nd</sup> Annual Meeting. Individuals wanting to register after this date must register on site, may experience long lines and will pay a registration fee that is \$25 more than the pre-registration rate. All individuals are encouraged to pre-register.

**The general registration fee for the AAST 32<sup>nd</sup> Annual Meeting includes admission to AAST and SLEEP 2010 general sessions, AAST social events and the SLEEP 2010 exhibit hall.**

The required fees for attending postgraduate courses (June 6) and meet the professors and lunch and learn sessions (June 7-9) are listed on the registration form. Registrations will not be processed unless accompanied by payment in full.

*Registration categories are as follows:*

**AAST MEMBER:** Individual member of the American Association of Sleep Technologists (AAST).

**TECHNOLOGIST:** A sleep technician or sleep technologist who is not a member of the AAST.

**MEMBER:** Individual member of the American Academy of Sleep Medicine (AASM) or Sleep Research Society (SRS) or dual member of both the AASM and the SRS.

**NONMEMBER:** A physician, psychologist or health care professional who is not a member of the AASM or SRS.

**RESIDENT/POSTDOCTORAL MEMBER:** Individual member of the AASM or SRS who has received his/her terminal degree and is in a residency or fellowship program.

**STUDENT/PREDOCTORAL MEMBER:** Individual member of the AASM or SRS who is pursuing an undergraduate, masters or doctoral degree. Students in the field of sleep technology are not eligible for this registration category and must register as an AAST member.

**RESIDENT/POSTDOCTORAL NONMEMBER:** Individual who has received his/her terminal degree and is in a residency or fellowship program. In order to be eligible for this registration category, individuals must complete Section II.b. on the registration form. If Section II.b. is not completed, the APSS will register the individual as a nonmember at the prevailing fees.

**STUDENT/PREDOCTORAL NONMEMBER:** Individual who is pursuing an undergraduate, masters or doctoral degree. In order to be eligible for this registration category, individuals must complete Section II.b. on the registration form. If Section II.b. is not completed, the APSS will register the individual as a nonmember at the prevailing fees. Students in the field of sleep technology are not eligible for this category and must register as a technologist.

#### **GUEST PASSES**

A registered attendee may elect to buy a guest pass. Guest passes are for family members only and allow entrance to the exhibit hall and industry sponsored events only. Guests must be 16 years of age in order to enter the exhibit hall. List the first and last name of each registered guest on the registration form.

### **SECTION III – POSTGRADUATE COURSE REGISTRATION**

In order to register for postgraduate courses, you must be registered for the general session (Section II). The AAST does not offer registration to only attend postgraduate courses. Space is limited and postgraduate courses sell out quickly. If a postgraduate course you select is full when your registration is received, you will not be charged the additional course fees. For AAST postgraduate course descriptions, please see pages 10 - 12. SLEEP 2010 postgraduate course descriptions can be found online at [www.sleepmeeting.org](http://www.sleepmeeting.org). Attendees registered at the reduced training rate (i.e. Resident/Postdoctoral or Student/Predocutorial), may register for the postgraduate courses at the member rate regardless of membership status.

**Note: Continuing Education Credits for technologists are only offered for the AAST 32<sup>nd</sup> Annual Meeting postgraduate courses (A01-A04). CECs are not available for SLEEP 2010 postgraduate courses (C01-C12). Attendees will only be admitted into the postgraduate courses for which they are registered.**

### **SECTION IV – MEET THE PROFESSOR SESSIONS**

In order to attend meet the professor sessions, you must be registered for the general session (Section II). The APSS does not offer registration to only attend meet the professor sessions. These sessions have limited seating and are sold on a first-come, first-served basis. Advanced purchase of tickets is strongly encouraged. Please indicate your 1<sup>st</sup> - 3<sup>rd</sup> choices. If your 1<sup>st</sup> choice is full, you will be registered for your 2<sup>nd</sup> or 3<sup>rd</sup> choices, if available. If none of your preferred meet the professor sessions are available, you will not be charged or will receive a refund. Topics and speakers for the sessions are available on the SLEEP 2010 Web site at [www.sleepmeeting.org](http://www.sleepmeeting.org). Those attendees registered at the reduced training rate (i.e. Resident/Postdoctoral or Student/

Predocutorial), may register for meet the professor sessions at the member rate regardless of membership status.

**Note: Continuing Education Credits for sleep technologists are not offered for meet the professor sessions.**

### **SECTION V – LUNCH AND LEARN SESSIONS**

In order to attend lunch and learn sessions, you must be registered for the general session (Section II). The APSS does not offer registration to only attend lunch and learn sessions. These sessions have limited seating and are sold on a first-come, first-served basis. Advanced purchase of tickets is strongly encouraged. If a lunch and learn session is not available, you will not be charged or will receive a refund. Topics and speakers for the sessions are available on the SLEEP 2010 Web site at [www.sleepmeeting.org](http://www.sleepmeeting.org). Those attendees registered at the reduced training rate (i.e. Resident/Fellow or Student/Predocutorial), may register for lunch and learn sessions at the member rate regardless of membership status.

**Note: Continuing Education Credits for sleep technologists are not offered for the lunch and learn sessions.**

### **SECTION VI – CONTINUING EDUCATION CREDITS (CECs)**

Continuing education credits for technologists are only included in the AAST member general registration fees. **Nonmembers interested in receiving CECs must register and pay the \$20.00 fee.** Note that continuing education credits for technologists are only offered for the AAST 32<sup>nd</sup> Annual Meeting sessions and postgraduate courses. CECs are not available for SLEEP 2010 sessions, postgraduate courses, meet the professors or lunch and learn sessions. Detailed information about continuing education credit can be found on page X. For additional information, contact the AAST at (708) 492-0796.

Individuals who are not eligible for any type of continuing education credits offered at SLEEP 2010 and are interested in attending SLEEP 2010 sessions, may elect to receive a detailed Letter of Attendance outlining the number of *AMA PRA Category 1 Credits™* designated for the sessions they attend at SLEEP 2010. To receive a detailed Letter of Attendance, SLEEP 2010 attendees must register for the Letter of Attendance and pay the appropriate fee.

### **SECTION VII – 2010 ABSTRACT CD ROM**

The *SLEEP* abstract supplement will no longer be available in a printed format and will instead be available on a CD-ROM. Attendees may purchase the CD-ROM for \$15 until April 21, 2010. Limited quantities of the abstract CD-ROM may be available after April 21, 2010, on a first-come, first-served basis.

### **SECTION VIII – WELCOME TO SAN ANTONIO NETWORKING RECEPTION**

Please refer to the SLEEP 2010 Web site at [www.sleepmeeting.org](http://www.sleepmeeting.org) for more details about the fundraising reception hosted by the AASM and SRS.