



Annual Healthcare Supply Chain Conference
The Leading Edge of New Horizons

Monday May 15 - Wednesday May 17, 2017

Conference Policies

Registration Information/Policies:

Early Bird Registration: To take advantage of the early bird registration fees you must *register and pay in full* prior to the close of early bird registration (5:00 pm EST on March 17, 2017). After that date regular registration fees will apply.

Registration Categories/Fees: All registration types and fees will be reviewed and adjustment to your rate will be made if necessary. You will be advised of any such adjustments.

Arrears: Payment in full is required prior to your accessing the conference and trade show. Should your registration be in arrears at conference start you will be asked to provide personal credit card information. This credit card information will be held for 10 business days allowing you time to return to your office to follow-up on payment status. If after 10 business days payment has not been received; we will contact you and process payment using the credit card information provided on-site.

Meals/Functions: Breakfast and Lunch is included on the day(s) of your conference attendance. A Networking Reception is included with Tuesday registrations. For the Professional Development Day lunch is included, breakfast is not provided.

Online Registration: Online registration closes at 5:00 pm EST on May 12, 2017. After that date please register on-site at the International Plaza Hotel and Conference Centre/Delta by Marriott, 655 Dixon Road, Toronto, Ontario.

Shared/Substitute Delegate Policies:

Badge Sharing: Badge sharing is permitted on full registrations only (2-Day or 2-Day + PD Day). A maximum of 2 persons sharing per registration is allowed (one per day). Same day sharing (ie – one person in the AM and another in the PM) is not permitted. Badge sharing is not allowed on Professional Development Day or any 1 day only registrations. **Please note - new this year:** A \$25.00 administration/badge printing fee will be charged on shared registrations.

If badge sharing please register only the person attending on day 1. The day 1 attendee *must* return their name badge to the conference registration desk prior to their departure. Once the name badge has been returned a second badge in the name of the person attending on day 2 will be prepared.

Please note: Only one conference bag/handout package is provided per registration. The handouts will be provided to the day 1 attendee only.

Should you wish to share your 2 day registration please email advanced notification to registration@astonevents.com no later than 5:00 pm EST on April 28, 2017.

Substitute Delegates: Substitute delegates are permitted with advanced notification to registration@astonevents.com.

Cancellation/No Show Policies:

Cancellations: Notification of cancellation and requests for refunds can be made through the Conference Secretariat by emailing registration@astonevents.com no later than 5:00 pm EST on April 28, 2017. Cancellations will be subject to a \$50 administrative fee. No refunds will be issued for cancellations received after that date.

No Shows: No shows are responsible for payment and will be billed.

Schedule Changes and Speakers: Schedules are subject to change to accommodate emergent situations. Delegates will be sent notifications on changes where possible or be informed through announcements on-site.

HSCN reserves the right to cancel the annual conference, or any part of the meeting, due to unforeseen circumstances or to limit enrollments. Costs incurred, such as airlines and hotels, are the responsibility of the individual.

Other Advisories:

HSCN E-Blasts: Delegate contact information will be added to the HSCN email list. You are able to take advantage of these mailings or unsubscribe at any time.

Conference App: Your name and affiliation is automatically uploaded to the conference App. You are able to access your profile on the App to include other pertinent contact information.

Photos/Video: Registering for the conference indicates your consent for your image to be included in possible background photography or videography for use by HSCN.