

Important Congress Details

Registration Fees, Special Events, and Meals

Payment in U.S. dollars must accompany your registration. (Currency Converter: www.xe.com) Registration for the full week includes access to all handouts provided by speakers and the following meals and special events:

- Pre-Congress Luncheon and 3 Workshop Sessions, May 15
- 10 Congress Workshop Sessions and all keynote and special guest speakers
- Expo and Global Pavilion Opening Cocktail Reception, May 16
- Lunches, May 16-18
- Expo Cocktail Reception/Dinner and License to Party, May 17

Registration for One-, Two-, or Three-Day passes includes workshops, meals, and entrance to the Expo. Evening events are not included.

Please note:

- May 15 is reserved for hospitality parties or an evening on your own in the National Harbor area.
- Only adults 21 and older will be admitted to the License to Party on May 17.

Special Meal Requests

By requesting a special meal (excluding vegetarian and gluten-free) and indicating the meal functions you will be attending, you confirm that you will be eating your special request meal purchased by APA on your behalf. There is no additional charge for the special request meal(s), unless you elect not to eat it, fail to pick up the special request meal, or eat a regular attendee meal in its place. In any of these instances, you will be invoiced \$50.00 for each special request meal that you ordered. Vegetarian, gluten-free, kosher, and Halal meals will be limited onsite. Special meal requests not selected at the time of registration may not be honored onsite.

Cancellations/Substitutions

Because Congress is always fully booked, APA cannot honor cancellations or refunds. However, you may substitute another member or colleague from the same street address by faxing a letter to us at (210) 224-6038 with the following information: original registrant's name, new (substitute) registrant's name, title, company name, full street address, and phone number. If you are unable to attend and cannot find a substitute, notify us in writing by April 16, and you will be issued a credit for another APA-sponsored meeting less a \$150 cancellation fee. This credit is good for one year from date of issue; **no exceptions will be made to this policy.** For all substitutions, you will be responsible for the difference in price, if applicable.

Granting Attendee Registration and Admission

APA, or their officially designated event management, in their sole discretion, reserves the right to accept or decline an individual's registration for Congress. Further, APA, or event management, reserves the right to prohibit entry or remove any individual, whether registered or not, whether they are attendees, exhibitors, representatives, or vendors, who in APA's or event management's sole opinion are not, or whose conduct is not, in keeping with the character and purpose of the event.

Ticket Purchases

Guest tickets for the License to Party on May 17 may be pre-purchased with an attendee's registration, or may be purchased at the onsite registration booth by 5:00 p.m. on May 16. Guest must be 21 and older to attend.

Hotel Accommodations

Visit www.APAcongress.com to make your Congress hotel reservations.

Gaylord National Resort & Convention Center

201 Waterfront St.

National Harbor, MD 20745

All Congress housing reservations must be made through the Congress Housing Bureau. Hotel reservations must be made by April 23, 2018, to ensure availability at the group rate. Rooms and group rates may not be available after this date. After April 23, 2018, call the Congress Housing Bureau at the numbers listed for assistance in locating accommodations.

ONLINE: www.APAcongress.com (follow links to "Housing")

PHONE: (888) 266-7660 (toll-free in the U.S.)

Please refer to the Housing Reservation Form for additional information on booking hotel reservations.

Dress Code/Weather

All Congress events are business casual with the exception of Thursday's License to Party, which is casual. Suggested business casual attire:

Men: Docker-style pants, polo shirts, sweaters, blazers

Women: Slacks, skirts, casual shirts or blouses, sweaters, blazers

Please note that meeting rooms at the Gaylord National Resort & Convention Center will be cool; you may wish to bring a sweater or jacket for your personal comfort. The average high temperature in May in National Harbor is 75° F and the average low is 56° F.

GPMI and APA

The American Payroll Association and Global Payroll Management Institute (GPMI) are partnering to present a robust menu of multinational payroll education. Together, they will offer multiple workshop sessions on strategic global payroll expansion, individual country payrolls, and taxing equity compensation.

Chapter Hospitality Booth

Stop by the Chapter Hospitality Booth to receive a warm welcome from the Charles Town West Virginia Chapter, Charm City Payroll Association, and Washington Metropolitan Area Chapter. Chapter members will be available to share with you all of the fun and exciting options National Harbor has to offer for restaurants, shopping, and must-see local attractions.

Consent to Use Your Photograph and Contact Info

Consent to Use Your Photograph and Contact Info: By registering for this program, you are granting official conference photographers permission to photograph you and publish photos in APA publications, social media, and marketing materials. In addition, by attending or speaking at this conference, you are granting APA permission to make your contact information available to our sponsors who may choose to market their products and services to you via email, fax, telephone, mail, or other means.

Ground Transportation

APA has partnered with Super Shuttle for Congress attendees to receive a discount off of their round trip travel to/from Ronald Reagan Washington National Airport (DCA). The APA group code and fare information can be found at www.APAcongress.com.

Recertification Credit Hours (RCHs), Continuing Education Units (CEUs), and Continuing Professional Education (CPE) Credits

CPPs and FPCs: After attending the 36th Annual Congress, you will receive an online evaluation. After completing the evaluation and showing you have met the requirement to select and attend individual workshops and general sessions that are eligible for RCHs, you will have an opportunity to print your thank you letter confirming your attendance and the award of up to 26.5 RCHs and 2.65 CEUs. Retain the "thank you for attending" letter in case you need it for a recertification audit. CPAs seeking CPE credits must follow NASBA guidelines. You will receive your CPE credits 6-8 weeks after the conference.



The APA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. No prerequisites or advance preparation required. Delivery method: Group-live. Program level: Overview. The American Payroll Association's CPE sponsor identification number with the National Association of State Boards of Accountancy (NASBA) is 103152.

CPE Complaint Resolution Policy: The APA will make every effort to resolve complaints regarding NASBA compliance within a reasonable amount of time and in a confidential manner. A formal complaint must be submitted in writing and must set forth a statement of the facts and the specific remedy sought. Submit CPE complaints to: American Payroll Association, Attn: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Certification: (210) 226-4600.