



ATTENDEE REGISTRATION POLICY

(as of 1/18/2012)

This Attendee Registration Policy applies to the 16th Annual Green Chemistry & Engineering Conference (GC&E), administered by the ACS Green Chemistry Institute[®] (ACS GCI), a part of the American Chemical Society (ACS).

Conference Registration opens on Monday, January 16, 2012.

Online Conference Registration closes on Monday, June 8, 2012.

REGISTRATION

1. **All attendees, including speakers and poster presenters, must be registered.**
2. Submission and acceptance of conference abstracts does not constitute registration. You must submit your registration with payment to be considered registered for the conference. Upon notification of acceptance of submitted abstracts (mid-March), your registration must be received by ACS GCI by Friday, April 27, 2012 at 11:59 pm ET. Failure to do so will result in removal of your presentation from the conference program.
3. Name badges must be worn at all times during the conference. Name badges may not be shared.
4. Attendees must present a photo ID (driver's license, passport, or government issued photo ID) to pick-up registration materials.

THREE EASY WAYS TO REGISTER

1. **Online:** www.gcande.org. Click on the Registration tab.
2. **Fax:** A printable registration form is available at www.gcande.org. Fax your registration form with credit card information to +1-614-447-3671. If you require confirmation of receipt, please note that along with your contact information on the form. Registration forms must be received (not postmarked) by the registration deadline, April 27, 2012 to qualify for the advance registration fee. If received after the deadline, you will be charged the regular registration fee.
3. **Mail:** A printable registration form is available at www.gcande.org. Check or credit card information **must** be included with your form. Make checks payable to "American Chemical Society". Mail to: American Chemical Society, Attn: 16th GC&E, PO Box 3337, Columbus, OH 43210. Registration forms must be received (not postmarked) by the registration deadline, April 27, 2012 to qualify for the advance registration fee. If received after the deadline, you will be charged the regular registration fee.

REGISTRATION DEADLINES

April 27, 2012: Deadline to receive the advance registration rate.

- Mailed registration form with payment must be received (not postmarked) by this date to receive the advance registration rate.
- Wire payment for registration must be recorded by ACS on or before this date to receive the advance registration rate. If received after that date, you will be required to pay the difference between advance and onsite registration upon arrival.
- On-line, mailed and faxed registration forms received after the cutoff date for advance registration will be charged the regular registration fee. Upon arrival at the conference site, you will be required to pay the difference between advance and regular registration.
- Effective 11:59pm ET on April 27, 2012, advance registration will close and the regular registration rate takes effect. Online registration at the regular registration rate will be open midnight ET April 28 to 11:59pm ET June 1. After that point, all registrations must be in person at the conference site.

REGISTRATION CATEGORIES

There are five registration categories: (1) Full Conference; (2) 1-day; (3) Student; (4) 50+ Years ACS Members, (5) Guest

1. Full Registration – Monday, Tuesday and Wednesday

Includes: Entrance on ALL conference days to all technical sessions and GC&E exhibition; three continental breakfasts, one poster session luncheon, the poster session, GC&E evening reception, and the GC&E onsite final program. Full conference registration may not be shared.

Full Conference Registration	Advance Registration 1/16-4/27/2012	Regular/On-site Registration beginning 4/28/2012
Individual	\$550	\$650

2. 1-Day Conference Registration (Monday, Tuesday or Wednesday)

Includes: Entrance on one conference day to all technical sessions, the GC&E exhibition, one continental breakfast, GC&E evening reception (Monday only), the poster session luncheon (Tuesday only), poster session (Tuesday only), and the GC&E onsite final program. 1-Day conference registration may not be shared.

One-day Conference Registration	Advance Registration 1/16-4/27/2012	Regular/On-site Registration beginning 4/28/2012
Individual	\$295	\$345

3. Student Registration

Includes: Entrance on ALL conference days to all technical sessions, GC&E exhibition, three continental breakfasts, one poster session luncheon, poster session, GC&E evening reception, and the GC&E onsite final program. Student conference registrations may not be shared.

Student Conference Registration	Advance Registration 1/16-4/27/2012	Regular/On-site Registration beginning 4/28/2012
Individual (Current academic ID required)	\$200	\$225

Faculty Registration Discounts

The Conference is offering incentives for faculty to bring students:

- One free faculty registration for every 5 paid student registrations.
- One discounted (\$315) faculty registration for every 3 paid student registrations.

To qualify for this discount, the student registrations and faculty registration must be submitted in a group by mail or fax:

Mail to: American Chemical Society, Attn: 16th GC&E, PO Box 3337, Columbus, OH 43210.

Fax: +1-614-447-3671

4. 50+ Years ACS Members (*Individuals that have been members of the American Chemical Society for 50 or more years; this does not reflect chronological age.*)

Includes: Entrance on ALL conference days to all technical sessions and GC&E exhibition; three continental breakfasts, one poster session luncheon, the poster session, GC&E evening reception, and the GC&E onsite final program. This conference registration may not be shared.

Full Conference Registration	Advance Registration 1/16-4/27/2012	Regular/On-site Registration beginning 4/28/2012
50+ Year ACS Members	\$200	\$225

5. Guest Registration

Guest Registration is available for a registered attendee's guest who is not in the green chemistry or green engineering industry. Each guest must purchase a conference badge and separate event tickets if they'd like to attend any of the continental breakfasts, luncheon, or reception.

Guest Registration	Advance or On-site Registration
Individual Guest	\$20
OPTIONAL:	
Continental Breakfast – Monday, June 18	\$25
Reception – Monday, June 18	\$25
Continental Breakfast – Tuesday, June 19	\$25
Lunch – Tuesday, June 19	\$35
Continental Breakfast – Wednesday, June 20	\$25

PAYMENT INFORMATION

- Registration forms will NOT be processed without full payment of the registration fee at the time of submission.
- Payment must be in US dollars and accompany the registration form (unless arrangements have been made in advance).
- Additional funds will be charged to your credit card if the registration amount was miscalculated. Your account will automatically be charged the advance rate if received by fax or mail by April 27, 2012. Any registrations received after that date will automatically be charged the regular rate.
- By submitting the registration form, you agree to all payment terms and conditions.

There are three ways to pay:

1. Credit Card

MasterCard, Visa, Discover and American Express are accepted.

2. Check

- Printable registration forms are located on the website, www.gcande.org.
- Make check payable to “American Chemical Society”.
- Mailed forms must be received by April 27, 2012 to qualify for the advance registration rate.
- Registration forms must be received on or before June 8th, to be processed. After this date, please bring the check with you to the on-site registration counter located at the Marriott Wardman Park Hotel.
- Mail check with registration form(s) to: American Chemical Society, Attn: 16th GC&E, PO Box 3337, Columbus, OH 43210

3. Wire Transfers

- Incoming wire transfer instructions
Bank of America
730 15th Street NW
Washington, DC 20005-1012

ABA Number: 0260-0959-3
SWIFT Code: BOFAUS3N (**must** be used with ABA number for international wires)
Bank Name: Bank of America, N.A.
Account Name: American Chemical Society Operating Account
Number: 00-20-805-89-526 (**must** use all 12-digits)
- Fax wire payment registration form(s) to +1-614-447-3671. Printable registration forms are located on the website, www.gcande.org. Indicate in payment area that wire payment has been processed. Wire transfer registrations are incomplete if either payment or the registration form has not been received. Wire transfers must be

- received on or before April 27, 2012 to qualify for the advance rate.
- Wire transfer payments must be received by ACS on or before June 8, 2012 to be processed in advance of the conference. Please be advised that wire payments may take a minimum of two weeks to receive. After June 8, 2012, please bring a check, credit card or cash for on-site payment.
 - Forward a copy of your conference registration to GC&E registration customer service at greenchem2012@acs.org when you have faxed your forms and sent information to your bank.
 - You will receive a confirmation of your registration after your wire payment and registration form have been received and your registration has been processed. If you are registering individuals from different companies, please indicate the above information for each company. Your registration will be delayed if required information is incomplete.

RECEIPT/CONFIRMATION

All registrants will receive, by e-mail, a receipt/confirmation for the conference registration fees paid if their contact information is complete and they have paid the registration fee in full. This document serves as both a receipt of payment and a confirmation that you are registered to attend the GC&E Conference.

Note: **An e-mail address must be provided; this is the only way we will correspond with you.** Receipts/confirmation will be e-mailed after the registration form has been processed. Note: Mailed registration forms with check payment may take up to 21 days to process.

NAME BADGES

1. All name badges will be printed using the information provided in your registration record. If corrections are needed, please make changes in advance.
2. Name badges will NOT be mailed in advance.
3. Pick up your name badge at the registration counter located at the Marriott Wardman Park Hotel. Photo ID (driver's license, passport, or government issued photo ID) is required at check-in.

INCOMPLETE REGISTRATION NOTICES

You will be contacted by e-mail if your registration form is incomplete. Incomplete registration forms will not be processed if information is missing, is not legible; or payment is not attached/you indicated that payment by check will follow.

SUBSTITUTION, REGISTRATION CHANGES, UPGRADING REGISTRATION OR ADDING OPTIONS

In Advance: To make any of the following: (1) changes to your registration (2) transfer your registration to another individual (3) upgrade your registration or (4) add an option to your registration, please contact ACS GCI at greenchem2012@acs.org.

On-site: Changes to your registration will be honored on -site prior to printing the name badge. Please proceed to the registration counter located at the Marriott Wardman Park Hotel.

CANCELLATION/REFUND POLICY – This policy supersedes any other published ACS cancellation policy.

1. Cancellation requests must be received in writing on or before June 1, 2012 to qualify for a refund. A \$50 administrative fee will be deducted for all approved cancellations

- received on or before June 1, 2012.
2. Refunds will not be approved for downgrading from one registration category to another.
 3. **Refund requests received after June 1, 2012 will NOT be honored except for extreme extenuating circumstances.**
 4. All e-mail refund requests must be submitted in writing to greenchem2012@acs.org.
NO EXCEPTIONS.

ON-SITE REGISTRATION LOCATION

The GC&E Conference registration desk will be located at the Marriott Wardman Park Hotel. Please bring a copy of your registration confirmation with you to pick up your name badge on-site. Photo ID (driver's license, passport or government issued photo ID) will be required at check-in.

ATTENDEE REGISTRATION HOURS

DATE	HOURS
Sunday, June 17	3:00 PM – 5:00 PM
Monday, June 18	7:00 AM – 5:00 PM
Tuesday, June 19	7:30 AM – 5:00 PM
Wednesday, June 20	7:00 AM – 2:00 PM

QUESTIONS?

E-mail greenchem2012@acs.org.

STUDENT WORKSHOP

Thursday, June 21, 2012

This 8am-5pm workshop is designed for undergraduate and graduate students and postdoctoral fellows. You must be registered for the 2012 Conference and the Student Workshop.

MEDIA REGISTRATION

Media registration for the GC&E Conference is complimentary for credentialed members of the news media. Media registrants have access to all breakfasts, education sessions, keynote speakers, luncheon, exhibition, press room and evening reception. For complete media registration guidelines, please contact David Morehead at 202-872-6103 or d_morehead@acs.org.

Advance registration: All freelance journalists, college and web-based publications are strongly encouraged to register in advance.

On-site registration: Media wishing to register onsite must present valid, current media credentials (i.e. official picture identification from the employing news organization, signed letter from assignment editor on company letterhead, or a by-lined article from the publication). Without proper, approved credentials, on-site media registration will be denied. Marketing and public relations executives, analysts, consultants, authors, and researchers may not register as media. ACS GCI reserves the right to limit the number of admission approvals from the same publication or news outlet.

ACS GCI reserves the right to make changes to registration fees or policy at any time. Please check the website for updates.

