



2012 CADAT DIRECTOR'S DAY FORUM REGISTRATION

April 19, 2012

Westin South Coast Plaza
Costa Mesa, California



Pre-registration is required - there will be no on-site registrations accepted. 2012 membership in CADAT is required to attend the Directors Day forum. Please refer to the 2012 Membership/Renewal Application Form and process membership dues prior to submitting conference registration forms. No personal checks will be accepted for payment of conference dues – review payment options on page 4. One registration form per person, please!

Directors Day Fee: \$90 per member

Registration Deadline: April 1, 2012

Note:

- It is not required to attend the full conference in order to attend Directors Day – however, membership in CADAT is required. Deans, school owners, administrators and non-teaching program staff are to join CADAT as Associate Members in order to attend Directors Day or Annual Conference events.
- Review the attached *CADAT Conference Code of Conduct* along with all terms and conditions herein before signing your registration form acknowledging such conditions.
- CADAT Director's Day registration ***does not*** include hotel fees. To reserve a room in the CADAT block, attendees must call the Westin South Coast Plaza Hotel Reservation at 800-937-8461 or reserve online at <http://www.starwoodmeeting.com/Book/Dentalassistingteachers>. When calling for room reservations, be sure to ask for the Association room rate (\$199 plus taxes) for Wednesday, April 18, and the Association room rate (\$139 plus taxes) for Thursday – Saturday. Hotel reservation ***deadline is March 28, 2012*** for group rate. Room block availability for Wednesday, April 18 is very limited.
- Registration must be received or post-marked by the deadline dates listed above to be eligible for posted fees and must include payment at the time of registration. CADAT will not process a registration without receiving a form of payment. Submission of a conference registration without payment does not reserve course seating nor preserve a fee deadline with payment pending – such registrations will be returned without processing.
- Director's Day fees are non-refundable and non-transferrable once processed.
- CADAT does not accept Purchase Orders (PO's) for conference. No personal checks. Institutional checks are accepted with prior approval from CADAT. See page 4 for accepted forms of payment.
- In order for registration forms to be processed, registrant membership dues must be current. Membership application/renewal forms are available on line from the CADAT website. Terms and conditions of membership dues can be found on the CADAT Membership Application form.

Special Director's Day Attendee Notes:

- ✓ **NEW CHECK-IN REQUIREMENTS:** Beginning with the 2012 Annual Conference, attendees will be required to present a photo ID at check-in to confirm participant identification. If at all possible, CADAT membership cards should also be presented; however, at minimum a photo ID is required.
- ✓ **DRESS CODE:** Attendees are asked to consider the presence of special guests from other associations and professional organizations attending the CADAT Annual Conference and the impression you make as a representative of your school, program and institution. Business-casual is the dress appropriate for conference and does not include sweats, shorts, or lounge-wear. Where indicated, receptions or ceremonies given by the Association for invited dignitaries or honorees will require attendees to wear evening wear such as jackets, slacks and cocktail reception attire.

Submit Completed Registration Packet Pages 3 – 4 with Payment.

By mail:

CADAT
3171 Warren Lane
El Dorado Hills, California 95762

By fax:

(916) 934-0303

Acceptable payment methods:

- Credit/debit cards; requires 3-digit security code from back of card (Am Ex 4-digit code on front of card).
- No personal checks will be accepted; cashier's checks and money orders accepted.
- Institutional checks accepted upon prior approval by CADAT/Make payable to CADAT.
- No purchase orders.

Thursday, April 19, 2012: Directors Day Forum Event Schedule

7:00 am—9:00 am	<i>Directors Day Check-In (Directors will also be checked in for conference if attending)</i>
9:00 am—12:00 noon	<i>Directors Day Workshop Part One – The new educational regulations for dental assisting programs and courses Review and Panel Discussion: State Board Representatives —Part 1</i>
12:00 noon —1:00 pm	<i>Directors Luncheon</i>
1:00 pm—4:00 pm	<i>Part II – CODA Accreditation Standards – CODA Representatives Presentation - Northstar Learning Software: Dental Assisting Review for the National Certification Exam</i>
4:00 pm	<i>Close of Directors Day</i>
6:00 pm	<i>CADAT Conference Opening Ceremonies/Keynote Speaker – Starla Ewan</i>

Payment Method					Credit Card Number (no dashes or symbols)																		
<input type="radio"/> Institutional Check		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																		
Ck #:		VISA	MC	Discover	Amex																		
Exp. Date:		Sec. Code:		Print Name on Card:										Authorized Signature:									
		/																					

Conference Tuition	Total Amount Enclosed/To Be Processed on Card
\$90 – deadline April 1, 2012	Total D-Day Fee \$

Registrants: Review the following policy statements, check each box acknowledging your acceptance and understanding of each, and sign below.

- I have read through, understand and accept the terms and conditions of conference registration and attendance as stated on pages 1 and 2 of the conference registration packet.
- I have read and accept the CADAT Conference Code of Conduct and agree to abide by such code as a member of the Association attending the conference.
- I understand that fees paid for Director's Day and membership are non-refundable and non-transferrable, that my conference registration is mine, and my event/meal tickets cannot be used by any other person or persons without the express written consent of the Association in advance.
- I understand that I may not send another person, member or non-member, to the Director's Day in my place in the event that I am unable to attend and that such individual will not be processed at event check-in.
- I understand that I may not present, distribute or sell any product, material or device whether for personal gain or fundraising purposes to anyone attending the CADAT Annual Conference nor use the Association event for the purposes of sales, marketing, advertising or promotion of any kind; I agree to abide by such policies and understand that the Association will preserve and protect such conditions to the fullest extent of the law.

Member Signature

Date

For Office Use Only:

Date Rec'd	Date Processed	Method Paid	Amount	Database	Notifications



CADAT Conference Code of Conduct

1. The members of CADAT shall, at all times, respect and properly care for the facilities utilized for learning, social events and conferences organized and sponsored by the association. The association's liability coverage does not protect the membership from legal action taken by a facility in the event damage occurs as a result of attendee conduct unbecoming a professional member of CADAT.
2. Conference attendees shall be allowed to participate in all events provided fees have been paid and the member is deemed in good standing. Inappropriate conduct such as, but not limited to, theft of personal belongings of another individual or guest of the hotel, theft of food items not affiliated with our association, and disrespect of the facility's rules shall be grounds for removal from the conference and may be considered as grounds for sanction, up to and including termination of membership.
3. Dependents/family members of conference attendees, including children and adults, shall not be allowed into the event area including classrooms and meal functions. The association's liability coverage does not accommodate babies, children, teenagers or adult family members during CADAT-sponsored events. Guests or family members of attendees are to be appropriately housed during conference activities and shall not be left unattended on the grounds or within the facility. Accommodations shall be the responsibility of the attendee.
4. Health Department regulations prohibit the removal of food items from the meeting facility, particularly when stored in clothing, purses, napkins or plastic garbage bags. Any attendee found to be removing food in this way shall be dismissed from the event and may be considered for sanction, up to and including termination of membership.
5. Display items, samples, and all vendor table items are not to be touched or removed without the express verbal permission of the vendor. Samples are to be deemed as a gift, not an expectation or a demand by any attendee, and as such should never be an expectation. Vendors will be asked to hand attendees the items or samples they wish to distribute. Attendees shall ask the vendors permission before handling any items on display and shall never leave the immediate area around the vendor table with any item at any time. Should any member be found to have taken an item from a vendor without permission or purchase from the vendor will be immediately removed from the conference and dismissed from the association.
6. Over-crowding and shoving of attendees around a vendor or food table is inappropriate behavior and will not be tolerated.

7. Attendees wishing to reserve seats at tables or during events shall not tilt or manipulate chairs in such a manner as to cause harm or tripping of another person. Hotel criteria dictates that other means of placeholder identification be used by attendees that does not in any way lead to a potential tripping or physical hazard.
8. Conference attendees will always remember to remove themselves from the meeting room if it is necessary or desired to carry on a conversation during lectures. As in the classroom environment, it is very disruptive for other attendees and disrespectful to the speaker to carry on conversations during an event or presentation. Upon receipt of a complaint by any attendee, the leadership of the association will ask an attendee to leave if they cannot demonstrate quiet respect during the lecture events.
9. Cell phones and pagers shall be turned off or turned to vibrate during all presentations so as not to disrupt the speaker or the other attendees.
10. Recording devices used during conference events and lectures are strictly prohibited.
11. The sale or demonstration of items for the purpose of fund raising or personal profit of any type is prohibited. Should a member or attendee wish to sell items such as jewelry, books, greeting cards, raffle tickets, or the like, they shall contact the corporate sponsorship chairperson to purchase a vendor table for the purpose of sale of goods.
12. CADAT volunteers and students responsible for the functions associated with events shall, at all times, be respected and appreciated for all their effort and hard work on behalf of the association. The work of each volunteer is challenging and important in promoting smooth, efficient, and effective events each year on behalf of the association leadership and its members.

Note: Attendees are asked to use good judgment when dressing for the events and should expect that meeting rooms may be warmer or cooler than desired due to room capacity. It is inappropriate for conference attendees to accost hotel staff or engage in a verbal confrontation of facility staff based on environmental discomfort.

Dress Code— Given the nature of the events, it is important to dress comfortably while recognizing that this event is attended by dental community representatives, corporate sponsors, members of professional associations and nationally recognized speakers. Business casual or business professional is the appropriate dress during conference events; evening attire is necessary for receptions; no jeans, tee shirts, sandals or shorts.