



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.
- 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. When calling The Westin 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. Room block availability for Wednesday, April 18 is very limited. If the room block at the Westin is full, a CADAT room block is available at the Wyndham Hotel, located just behind the Westin hotel. The CADAT room block at the Wyndham Hotel is at the Association rate (\$139 plus taxes) for all nights (Wednesday thru Sunday). For reservations, call direct to Wyndham Hotel reservation at (1-855) 335-0283.
- 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: <ul style="list-style-type: none">• 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</i> <i>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</i> <i>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