

ACOG CODING WORKSHOPS

REGISTRATION INFORMATION

ACOG's coding workshops are in high demand. Please make your plans early. For more information, contact the ACOG Registrar at (800) 673-8444, extension 2540/2541.

- **Enrollment is limited** to the first 120 registrants. Exceptions cannot be made. **Registration may be made by mail, fax, or online (www.acog.org/Education_and_Events).**
- **Telephone registrations are not accepted. Space in a workshop is not reserved until payment is processed.** Paying by credit card will expedite registration. If paying by check, you must submit the registration form and check together. You are urged to use some form of traceable mail (e.g., registered mail, Federal Express, etc.). We are not responsible for checks lost in the mail.
- **Before making travel or hotel arrangements, please verify that your registration has been received and your space reserved by calling the ACOG Registrar. We are NOT responsible for non-refundable airline tickets or hotel reservations. ACOG reserves a limited number of hotel rooms for attendees at the workshop hotel at a reduced price. These rooms are available on a first-come, first-served basis. You should book your room as early as possible after you receive your registration confirmation, in order to receive the discounted hotel rate.**
- **The ACOG Registrar will send a confirmation letter or email 5 to 7 business days after your registration is received. If you do not receive confirmation, contact the Registrar. **Bring your confirmation letter** to the workshop to verify your registration.**
- **Substitutions** can be made prior to the workshop with no additional fee, unless a single registered attendee wants to substitute multiple attendees under a single registration.
- **If a participant registers for multiple modules** but requests that different attendees attend each module, the single module fee will be assessed for each attendee.
- **Cancellations must be in writing and received by the ACOG Registrar no later than two weeks prior to the workshop start date. No refunds will be made after that time. Registration fees will be refunded minus an administrative fee of \$100.00 per participant.**
- **Registrants may transfer one time** from one workshop to another one being held in 2019 without an additional fee. Additional requests to transfer from one workshop to another within the same year will be assessed a fee of \$100.00 per participant. Transfers from a 2019 workshop to a 2020 workshop are **NOT** permitted. Registrants who plan to transfer to a different workshop within the same year but who fail to do so will be subject to the administrative fee of \$100.00 on their refund.
- **If it is necessary for ACOG to cancel** any program or limit participation due to space constraints, the registration fee will be fully refunded.

2019 REGISTRATION FEES

2019 Early Bird Pricing (EBP) Attendees who register two months or more prior to the start date of the selected workshop are eligible to receive \$100 OFF of their registration fees! See the Workshop locations and hotel information pages for Early Bird Registration cutoff dates.

# of Days Attending	ACOG Fellow		ACOG Junior Fellow/ Educational Affiliate		Non-Member Physician		1st Staff Member		2nd - 5th Staff Member(s)	
	EBP	REG	EBP	REG	EBP	REG	EBP	REG	EBP	REG
3	\$1,100	\$1,200	\$1,000	\$1,100	\$1,300	\$1,400	\$1,000	\$1,100	\$900	\$1,000
2	\$ 900	\$1,000	\$ 800	\$ 900	\$1,100	\$1,200	\$ 800	\$ 900	\$700	\$ 800
1	\$ 700	\$ 800	\$ 600	\$ 700	\$ 900	\$1,000	\$ 600	\$ 700	\$500	\$ 600