

## Registration Methods

Visit PACA's website at <http://www.pacaweb.org/Education/PACAAnnualMeeting.aspx>

Register online and pay by credit card to receive immediate confirmation.

PACA accepts Visa, MC, Discover and American Express.

## Dress

For the 2018 Annual Meeting, business or business casual are recommended.

## Emergency Contact Information

In the event of an emergency relating to an attendee of this meeting, it is PACA's responsibility to contact a family member or the appropriate emergency contact person. Please provide a name and phone number of a person who may be reached 24 hours a day/7 days a week in the designated area of the registration form online. **PLEASE DO NOT PUT SOMEONE WHO IS ATTENDING THE MEETING WITH YOU!** And, **PLEASE DO NOT PUT AN UNMONITORED OFFICE NUMBER.** Emergencies do not always happen during regular office hours. PACA needs to be able to reach someone 24/7 should something happen.

## Meeting Cancellation Policy

To cancel your registration, notify the PACA office at least five business days before the start of the meeting and PACA will refund all fees minus a \$200 charge. Cancellations within five business days or no shows will not be refunded due to fees already incurred by the Association. Substitutions are always welcome at no cost.

## Meeting Disruption Policy

PACA reserves the right to dismiss any registrant for disruptive behavior toward the staff and/or other attendees. Registrants dismissed for disruptive behavior are not eligible for a refund of their registration fees and will be reported to their employer.

## Alcohol Consumption Policy

Please exercise good judgment when consuming alcohol at PACA functions. PACA will not be held liable for accident or injury related to consumption of alcohol.

## Collection of Data

By registering to attend this meeting, you consent to PACA's collection and storage of data in the online registration form. This information will not be distributed outside the Association.

## Email Confirmation

A confirmation / receipt will automatically be sent via email to the appropriate email address via PACA's online registration system once the transaction is complete and the credit card payment has processed.

## Inclement Weather Policy

If you have any doubts as to whether or not the meeting will be held, please check PACA's website at [www.pacaweb.org](http://www.pacaweb.org) or contact Kallie Kline at 717-215-3322 (mobile).

## Session / Speaker Information

Topics/speakers are subject to change based on availability. PACA will strive to communicate any changes to the members as timely as possible. Continue to visit PACA's website at <http://www.pacaweb.org/Education/PACAAnnualMeeting.aspx> for the most updated information.

PACA requests permission from each speaker to upload their presentations to PACA's website or to distribute to members upon request following the event. Please note that some presentations include proprietary information and permission may not be granted. Biographical information on each speaker will be available on the Annual Meeting website.

## Questions

If you would like additional information or have any questions, please contact Kallie Kline, PACA's Director of Member Services, at 717-234-2603 or by email at [kallie@pacaweb.org](mailto:kallie@pacaweb.org).