

**24th Annual Primary Care Research Methods & Statistics Conference December 2-4, 2011**

**ONLINE CONFERENCE REGISTRATION INSTRUCTIONS (follow carefully):**

Important: registrations are required to be completed online. Phone, handwritten/typed registrations will not be taken. Refer to the brochure when registering.

1. Registration must be made online: <https://www.surveymonkey.com/s/VGY5CZM> (click the link or copy and paste into your web browser).
2. Complete each registration page carefully, clicking NEXT at the end of each page. You have the option to go back to a previous page if you need to make a change, just click PREVIOUS button.
3. All registration fields require an answer. If an answer is not provided then you will not be able to advance to the next page.

**PAYMENT INFORMATION:**

1. Credit Card payments must be made online at the time you register so please have the credit card available.
  - a. Choose the payment that reflects your registration.
2. Check payment option:
  - a. Checks should be mailed in with a printed copy of the check pay page. If a check is mailed without the check paypage, it cannot be applied to the registration.

**Make check payable** to UTHSCSA School of Nursing

**Mail to:** UTHSCSA School of Nursing

7703 Floyd Curl Drive MSC 7946

San Antonio, TX 78229-3900

Attn: Sherece McGoon, Nursing Continuing Education

3. UTHSCSA IDT payment option:
  - a. Please click Check (also UTHSCSA Option for IDT) on payment page.
  - b. When prompted provide the name of the department and phone # that the funds will come out of, we will contact that department to process IDT Payment.
  - c. Please print the Check Paypage to submit with IDT so paperwork can be matched with registrants.

<b>Fees</b> (check all that apply):	early fee	**late fee (after Nov. 18, 2011)
<u>Registration Fee</u>	\$295	\$350
<u>UTHSCSA Faculty</u>	\$195	\$250
<u>Fellows (with written verification)</u>	\$195	\$250
<u>Residents (with written verification)</u>	\$195	\$250
<u>Students (with written verification)</u>	\$195	\$250
<u>Experienced Researcher Workshop</u>	\$50	
"STATA Workshop for Experienced Researchers"		
<u>Novice Researcher Workshop</u>	\$50	
"Methods Workshop for the Novice Researcher"		
John G. Ryan DrPH, University of Miami		

**\*\*LATE FEES WILL APPLY TO ANY PAYMENT MADE OR POST MARKED AFTER NOVEMBER 18, 2011 no exceptions.**

**CANCELLATION AND REFUND POLICY:**

If a circumstance arises and you need to cancel, we understand, please be aware no matter what the circumstance you are required to adhere to this policy. Suggestion, you are encouraged to send a substitute. All cancellations must be submitted via email to [mcgoon@uthscsa.edu](mailto:mcgoon@uthscsa.edu) and received by November 18, 2011. Cancellations emailed by November 21 will be issued a refund less a \$50.00 administrative fee. Absolutely no refunds can be granted if notification is made after November 18. Cancellations will not be accepted over the phone. Refunds will be processed no later than 30 days following the conference. The conference hosts reserve the right to substitute speakers or cancel and reschedule sessions due to any unforeseen circumstances.