

# IMPORTANT DETAILS YOU SHOULD KNOW

Please read the information below completely before registering for the conference.

## REGISTRATION

- ★ REGISTER EARLY - Avoid the last minute rush and late fees by registering now.
- ★ REGISTRATION OPTIONS ARE AVAILABLE - You can register online and pay by credit card or complete and mail the conference registration form included in this booklet and a check for the fees to the registration chairman. [See Page 4 for additional details.](#)
- ★ DEADLINES FOR REGISTRATION - To assist the planning committee finish final preparation for the conference a registration deadline has been established. [See page 4 for online and mail registration end dates and postmark deadlines.](#)
- ★ FEES - Conference fees are payable at time of registration and are based on membership status, registrant category, number of days attending, and additional options which are available. [See Page 5 for additional details.](#)
- ★ LATE REGISTRATION FEES - A **\$25 LATE FEE** will be accessed to all registrations made after August 5, 2010. [See Page 4 for additional details.](#)
- ★ REGISTRATION ONSITE - Registration will be available at the conference. If you plan to register onsite, please arrive at least 30 minutes prior to the beginning of the first lecture to allow time to complete and process your registration. The registration desk will be open during the following times:

Wednesday	9/8/10	7:00 PM-9:00 PM
Thursday	9/9/10	7:00 AM-9:00 AM 1:00 PM-2:00 PM
Friday	9/10/10	7:00 AM-9:00 AM 1:00 PM-2:00 PM
Saturday	9/11/10	7:00 AM-9:00 AM

## CONTINUING EDUCATION CREDIT

- ★ Courses have been submitted for and are pending approval by the ASRT for Category A or Category A+, continuing education credit.
- ★ All attendees will be provided with verification of attendance for lectures attended. Verification will be mailed to you within 30 days of the close of the Annual Conference.
- ★ Lectures must meet ASRT requirements for time to receive full credit. Each hour of lecture equates to one (1) Category A (or A+) CE credit unless specified otherwise.
- ★ Attendees must be seated in the lecture room prior to the scheduled start time of each lecture. Individuals arriving after a lecture's scheduled start time will not be admitted into the lecture room.
- ★ Individuals must be present during the entire lecture to receive credit. Leaving the lecture room prior to the end of a lecture will result in automatic loss of that lecture credit. [See page 2 for more information.](#)
- ★ Individuals are encouraged to keep a copy of the program booklet with the course descriptions if further course content is needed for attendance verification at a later date.
- ★ It is the responsibility of individual conference attendees to submit documentation of attendance and continuing education credits earned to the ASRT or other tracking organizations.
- ★ Individual participants are responsible for submitting attendance verification, speaker credentials, and any other required information to state agencies requiring them to do so.

## Last but not least...

- ★ The educational program is tentative. The Annual Conference Committee reserves the right to change the program as needed.
- ★ Please check your time zone with that of the hotel so that you do not arrive late. If you have questions about the time zone, please contact the hotel for clarification. Please plan enough time to locate the facility, park, register and find the meeting room.
- ★ Please bring a sweater or jacket for lectures as the temperature in the meeting rooms can sometimes vary.
- ★ We are not able to provide child care services during the educational meetings. Please do not bring children to the educational sessions.
- ★ If you have any special needs or require special accommodations, please let the Annual Conference Committee know how we may assist you.

## QUESTIONS or CONCERNS?



If you have questions or need further information concerning this conference please contact Conference General Chairman Angie DeVore.

Email: [adevore@iupui.edu](mailto:adevore@iupui.edu)

Phone: 317-946-5832

# INFORMATION TO HELP YOU PLAN

Please read the information below completely before registering for the conference.

## 2010 LECTURE SCHEDULE

- ★ Attendees must be seated in the lecture room prior to the scheduled start time of each lecture. Individuals arriving after a lecture's scheduled start time will not be admitted into the lecture room.
- ★ Individuals must be present during the entire lecture to receive credit. Leaving the lecture room prior to the end of a lecture will result in automatic loss of that lecture credit.
- ★ Lectures must meet ASRT requirements for time to receive full credit. Each hour of lecture equates to one (1) Category A CE credit unless specified otherwise. Lectures must be a minimum of 50 minutes in length to receive one (1) CE credit. The amount of CE credit awarded will be reduced in the event a lecture does not meet the minimum ASRT requirements for time.

## BREAKS

- ★ Breaks are scheduled between each speaker. Please see the program schedule for details about length of breaks and scheduled times.
- ★ Water stations will be available in the lecture and exhibit rooms for your convenience.
- ★ No food will be provided prior to the morning lectures or during breaks. Bring a snack if necessary!

## EXHIBIT ROOM

- ★ The Exhibit Room will be open on Thursday and Friday. View the displays competing in the Scientific Exhibit Competition as well as the information booths sponsored by the ISRT and the ASRT. Commercial representatives are always anxious to meet new contacts and explain their services so don't forget to stop by and say hello to them as well. You won't want to miss this exciting aspect of the conference.
- ★ Hours for the Exhibit Room are as follows:

Thursday, September 9, 2010	8:00 AM-6:30 PM
Friday, September 11, 2010	8:00 AM-3:30 PM

**\*Please note that not all commercial exhibitors may elect to exhibit both days.**

## MEALS

### PRE-PAID LUNCH OPTION

- ★ There are no ISRT organized luncheons planned for the 2010 Annual Conference.
- ★ For your convenience, lunch buffet at Grille 39 (located just off the main hotel lobby) can be purchased with advance conference registration. The harvest luncheon buffet features the chef's stockpot, market fresh salads, artisans breads, and chef crafted entrees. No refunds will be given.
- ★ The price for the pre-paid lunch option is \$21.00 each day. Drink, tax and gratuity are included in the price of the pre-paid buffet option which can only be purchased in advance with conference registration.
- ★ There are also no refunds on pre-paid lunches.

### HOTEL DINING

- ★ The Renaissance Hotel offers Grille 39, boasting American fare. Grille 39 is open for breakfast, lunch (including the harvest buffet), and dinner.
- ★ Do you need your morning coffee to get you going or an afternoon latte to keep you going? Starbucks Coffee is located near the hotel lobby for your convenience.
- ★ Need to relax in your room? In room dining is available at the Renaissance Indianapolis North.

### ADDITIONAL NEARBY CASUAL DINING

- ★ There are many restaurants located a short distance from the hotel.
- ★ The check with the hotel reception desk for suggestions and directions.

## IDENTIFICATION OF CONFERENCE ATTENDEES & GUESTS

**NAME BADGES** - Each individual registered for the conference will be given a name badge. Please wear your name badge during the conference, this is your identification to others and a necessary part of the attendance verification process. Sharing of name badges is not allowed.

**GUESTS** - Guest badges are available for a spouse or companion who wishes to join you during some or all of the conference. Names must be provided for all guest badge requests. Registered technologists, radiologic science students or commercial representatives may **NOT** register as a guest.