

PPAT 27th Annual Fall Conference

Sept. 4 - 6, 2024 · DoubleTree Hotel

REGISTRATION FORM

Please copy & submit a separate form for each attendee. You can complete this form with Adobe Acrobat Reader or print and complete. Complete all information categories.

Badge Name: _____

Company/Agency: _____

Address: _____ City _____ ST _____ Zip _____

Phone: _____ Email: _____

FULL REGISTRATION: (includes one complimentary entry to Wednesday evening reception*)

PPAT MEMBERS: (Check One)

\$250.00 Early Registration (by 8/16/24)

\$280.00 Registration (after 8/16/24)

NON-MEMBERS: (Check One)

\$270.00 Early Registration (by 8/16/24)

\$300.00 Registration (after 8/16/24)

Group Discount: Take \$15.00 off per person from the full registration fee with 3 or more full registrations from your facility/agency/company. All must register at the same time.

PURCHASE ORDERS (Complete information below.)

Company/Agency: _____

PO #: _____ Contact Name: _____

Contact Phone: _____ Contact Email: _____

Billing Address: _____ City _____ St. _____ Zip _____

Method of Payment

\$ _____ Total Payment Enclosed

Check # _____ Credit Cards Accepted: American Express Discover MasterCard Visa

Card #: _____ Exp. Date: _____ CVV Code: _____

Card Holder Name: _____ Card Holder Signature: _____

Personal or digital signature required to process applications using a credit card.

All payments/information must be enclosed. PPAT will not invoice you for registration fees. Please see the following page for registration policies and hotel information. Submittal of registration form agrees with the policies stated on the following page.

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CONFERENCE HOTEL INFORMATION

LOCATION: DoubleTree Hotel, 6505 IH 35 North, Austin, TX 78752, 512.454.3737.

HOTEL GUEST ROOMS: Reduced room rates are available for conference attendees. Make reservations with the DoubleTree Hotel toll free national reservation center line at 800.866.3126, by the designated cut-off date **August 16, 2024**, to receive the special rate of \$169.00 Single/Double. Identify yourself with the Private Providers Association of Texas (promotional code *PPA*). Reservations can also be made via the internet at [Hotel Registration Link](#). Reservations are subject to space and availability. All reservations must be guaranteed by credit card or advance deposit. Reservations must be canceled by 12:00 PM (Noon) local time, 48 hours before the day of arrival or the first night of the stay will be charged.

CHECK-IN/CHECK-OUT: Check-in time is 3 PM. Check-out time is 12 PM.

PARKING: Covered self-parking for Conference meetings and event attendees is \$10.00 per day. Parking is based upon availability.

REGISTRATION POLICIES

Advance Registration: Completed form with payment/purchase order must be postmarked no later than **August 16, 2024**. Registrations with purchase orders or credit card information may be emailed to ppat100@aol.com or faxed to 512.458.3078 no later than **August 16, 2024**.

Late Registration: Seating is limited. Please call the PPAT Office regarding seating availability.

Online Registration: To register online go to www.ppat200.com. Credit card payments only.

On-Site Registration: Please bring the completed form with payment/purchase order information. Seating is limited and cannot be guaranteed. Please call the PPAT Office for availability.

Group Discount: To receive the group discount for multiple attendees from a facility/agency/company, please submit all registration forms together. Due to bookkeeping requirements, late additions will be charged as a separate submission and not receive a discount.

***Wednesday Evening Reception:** One complimentary entry is included with each full paid registration. To purchase entry for additional attendees, please call the PPAT Office.

Substitutions: Will be accepted for same day(s). Refunds will not be processed for overpayments. Please call the PPAT Office to make substitutions.

Refunds/Cancellations/ "No-Shows": All refunds/cancellations of registration fees must be submitted in writing via email to ppat100@aol.com and received no later than **August 16, 2024**. Registration fees for late cancellations and/or "no-shows" will not be refunded. Unpaid pre-registrations and purchase order registrations will remain payable in full for late cancellations and/or "no-shows". Cancellations are subject to a \$50 administrative fee per individual registration. Refunds will be processed after the conference.

Confirmation/Questions: Confirmations will not be sent to attendees. Contact the PPAT Office with any questions.

Payments/Submittal:

- Make payment payable to PPAT & mail with completed application to:
PPAT, 8711 Burnet Rd., E-53, Austin, Texas 78757.
- Registrations with purchase orders may be emailed to ppat100@aol.com or faxed to 512.458.3078.
- Digital signed registrations with credit cards may be emailed to ppat100@aol.com.
- Non-digital signed registrations with credit cards may be faxed to 512.458.3078.
- Registrations with credit cards may be made online at www.ppat200.com.