



## **ACADEMYHEALTH REGISTRATION PAYMENT POLICY**

Full payment of the registration fee must be made at the time of registration. Registrations will not be processed without an accompanying payment. Payment can be made by credit card (Visa, MasterCard, Discover, American Express) or check (payable to “AcademyHealth”). Check payments delay in processing and must be received no later than the first day of the meeting; include a copy of your completed registration form along with your signed check and mail to: AcademyHealth, 1666 K Street, NW, Washington DC 20006.

### **Exception to the payment policy:**

AcademyHealth will allow group registrations by organizations and government agencies that submit a requisition or purchase order in advance of the event. All payments for submitted requisitions or purchase orders will be due no later than 30 days after invoiced. When submitting a registration request, a completed registration form per attendee, a list of registrants, amount to be paid and the type of registration requested must be submitted via e-mail to [registrations@academyhealth.org](mailto:registrations@academyhealth.org). A registration will not be held without a completed registration form.

