GROUP REGISTRATION BROCHURE

The following is important information regarding Group registration for the upcoming 73rd Annual Meeting of the American Academy of Dermatology.

Group policies for both housing and registration differ from individual participant policies listed in the program materials. In order to qualify as a group, all group policies must be adhered to.

In order to be considered for Group Registration for the upcoming 73rd Annual Meeting you must meet the following criteria listed below.

- You must be registering **10 or more delegates**.
- Registration is only available via the online registration system with a credit card payment. **Wire transfers & checks will not be accepted**.
- **Individual, delegate emails** must be supplied when registering each of your delegates via the online system. If you wish to receive a copy of the registration confirmation, the group representative’s email can be entered in the CC email area of the registration system.
- You must designate **one (1) primary Group Representative (DGR)** to receive all correspondence and handle payment of all registration & housing fees.

**Deadline Date: Wednesday, January 21, 2015 at 12:00pm (CT)**

The deadline date to complete registration and submit all required group forms is **January 21, 2015 at 12:00pm (CT)**. Only groups that have submitted all of the required forms by the deadline date will be eligible for the mailing of the materials. Only delegates with a completed, paid in full registration can be included in the group process. **New individuals cannot be added to the group after this date and time.**
Member Delegates

For delegates of your group who are members of the AAD please go directly to the online registration system to complete registration. Please note: For the member categories listed below, member ID # and last name as listed on their membership file will be needed to access the online registration and housing site. You will need to obtain the number directly from the member.

<table>
<thead>
<tr>
<th>REGISTRATION CATEGORY</th>
<th>DISCOUNTED 11/19/14-2/11/15 at 12:00pm (CT)</th>
<th>STANDARD 2/11/15 at 12:01pm (CT) to 3/11/15 &amp; Onsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Member</td>
<td>$600</td>
<td>$725</td>
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<tr>
<td>Life Member</td>
<td>$195</td>
<td>$250</td>
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<tr>
<td>Honorary Member</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Applicant for Membership</td>
<td>$600</td>
<td>$725</td>
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<tr>
<td>Adjunct Member</td>
<td>$600</td>
<td>$725</td>
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Non-Member Delegates

The following non-member categories will not be required to request an Access ID#. These two categories can register by simply visiting the online registration system beginning Wednesday, December 3, 2014 at 12:00pm (CT).

Non-Member Physicians - (treating patients in an office like setting)

Mandatory questions during the online Registration & Housing process:

Please indicate if funding of your delegate's base registration (not including housing) is provided by one of the options listed below.


Does your delegate have a valid physician license/certificate? Yes or No

Is your delegate a Dermatologist? Yes or No

If they are not a Dermatologist, you will need to answer the following question:

- My current physician type is (Example: Plastic Surgeon, Pediatrician, Pharmacist, etc.)

<table>
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<tr>
<th>Non-Member Non-Physicians - (Non-member corporate individuals, pharmacists, distributors, industry representatives, or scientists working in the field of dermatology)</th>
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<tbody>
<tr>
<td>Mandatory questions during the online Registration &amp; Housing process:</td>
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<tr>
<td>Are you currently working in the field of Dermatology? Yes or No</td>
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<tr>
<td>Affiliation? (Example: researcher, scientist, etc.)</td>
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<tr>
<td>Please indicate if funding of your delegate's base registration (not including housing) is provided by one of the options listed below.</td>
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<tr>
<td>Reason for attending the meeting:</td>
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</table>
Non-Member Delegates Continued

The Resident/Medical Fellow (Not in a U.S. or Canadian approved Dermatology Residency or Fellowship Program category can register via the online registration and housing system beginning Tuesday, November 25, 2014 at 12:00pm CT.

**Resident/Medical Fellow -** (Not in a U.S. or Canadian approved Dermatology Residency or Fellowship Program)

- For this category a non-member access ID# must be requested prior to registration. To obtain an access ID# for a Resident/Medical Fellow (outside U.S./Canadian program) please go to the following link

  [http://www.aad.org/meetings/AM15](http://www.aad.org/meetings/AM15) (click on non-member registration information)

  Please note: Additional documentation must be submitted during the access ID# request process. See details:

  A current official letter from the educational or training institution validating participation in the program. This letter needs to be signed, reflect a current date, and list the start and anticipated end date of the training program. Participation in the program must be ongoing at the time of the meeting.

- Once the request is processed (about 10-12 business days) you will be emailed the access ID# to use to access the online registration system and then complete the registration & housing process. **ID#s are non-transferable.**

### IMPORTANT!

Verify that registration categories are correct before completion of each registration. If a category adjustment is required, a $100 category adjustment fee will be applied.

You will want to list the delegates’ preferred personal mailing address when registering them. This information is encoded on their badge and will be scanned and collected by exhibitors in the exhibit hall.

**Individual, delegate emails must be supplied when registering each of your delegates via the online system.** If you wish to receive a copy of the registration confirmation, the group representative’s email can be entered in the CC email area of the registration system.
Registration Policies & Deadline Dates

Wednesday, January 21, 2015 at 12:00pm (CT)

Deadline date to complete delegates’ registrations at the discounted registration rate and be considered a group. All delegates must be paid in full to be included on the Delegates Listing. **New individuals cannot be added to the group after this date and time.**

If your delegates require an access ID # prior to registration please allow 10-12 business days to process your request and receive the delegates’ access ID number. We suggest that access ID# requests are made by January 12th to ensure you receive your ID# by the January 21st group deadline date.

Deadline date for delegates to finalize session ticket selections. Individuals may still exchange/return session tickets at the meeting.

After January 21, 2015 at 12:00pm (CT)

Registration completed after the group deadline date and time of 12:00pm (CT) on January 21, 2015 thru March 11, 2015 at 12:00pm (CT) will be treated as individual registrants and cannot be included on your delegate listing or invoice summary and will not be considered a group.

Individuals with a registration completed after the group deadline of 12:00pm (CT) on January 21, 2015, and before February 11, 2015 at 12:00pm (CT) will not be included in the group, and will have their meeting materials mailed to the address provided during the online registration process.

Individuals registered after February 11, 2015 at 12:00pm (CT) will be registered at the **standard** registration rate and will need to pick up their own materials onsite at the meeting with their photo ID.

Wednesday, March 11, 2015 at 12:00pm (CT)

Advance registration will close. Onsite registration at the standard registration rate will now be required. **After this date and time delegates will now need to register themselves onsite at the meeting with a photo ID and individual payments.** Due to the volume of attendees at the meeting, **group registrations will not be accepted onsite.**

Wednesday, March 18, 2015 at 12:00pm (CT)

Deadline date to cancel a registration and receive a refund. A $100 processing fee per person will be applied. Refunds will not be issued for cancellations received after the deadline date.

Cancellations

- Cancellation requests must be sent via email to aadgroup@experient-inc.com. Please review the cancellation deadline date listed above.
- Names changes will not be accepted.
- Registrations are non-transferable.

**NOTE:** Please be aware that name changes are **not allowed in the event of a cancellation.** You will have to cancel the entire registration for the delegate who is not attending and a new registration for the new delegate along with payment will need to be completed. **New delegates cannot be added to groups after the deadline date of 12:00pm (CT) on January 21, 2015.** Please refer to the cancellation fees and deadlines listed above. Any sessions that were held in the name of a cancelled delegate cannot be transferred to a new delegate. Once the delegate is cancelled, any sessions that were affiliated with that registration will also be cancelled and placed back into general sale.
Receipts/Invoices

Upon completion and payment of each individual registration the delegate will receive a registration confirmation letter via email. If the DGR email was supplied in the email CC box during registration, the DGR will also receive a copy of the delegates’ confirmation letters. This will serve as your receipt/invoice for the delegate that you have registered.

An all-inclusive invoice will be sent to the DGR once all required group forms have been received. The deadline date to complete registration and submit all required group forms is January 21, 2015 at 12:00pm (CT). Only groups that have submitted all of the required forms by the deadline date will be eligible to receive an all-inclusive invoice. Only delegates with a completed, paid registration can be included on this invoice. Invoices will be sent in early March and again after the meeting has concluded.

Group Material Delivery

A Group Material Delivery form will be sent to all organizers who have registered & submitted the required group forms for their delegates by the Wednesday January 21, 2015 at 12:00pm (CT) deadline date. For your reference the delivery options are listed below.

Option 1 – Fed Ex all delegate materials to the Designated Group Representative (DGR).
Option 2 – Mail delegate materials directly to the delegates utilizing the address listed on their registration record.

To complete the group registration process please follow the steps below:

1. Complete the DGR form located on page 6 of this brochure.
2. Complete the Group Delegate Listing on page 7 of this brochure
3. Return these forms to:
   Anna Girardi
   AAD Group Registration Coordinator
   568 Atrium Drive
   Vernon Hills, IL 60061
   Direct Dial: 847-996-5430
   Fax: 847-996-5401
   Email: aadgroup@experient-inc.com
DESIGNATED GROUP REPRESENTATIVE (DGR)
Deadline Date: January 21, 2015 at 12:00pm (CT)

The individual listed below will serve as the official Designated Group Representative (DGR), and will be responsible for the completion and submission of all required documentation for Group Registration.

NOTE: Completion of this form is required to be designated as an official group for the AAD 73rd Annual Meeting, and to have your delegates registration information processed as a group.

PLEASE PRINT CLEARLY

*First Name/Given Name ____________________________________________

*Last Name/Family Name ____________________________________________

*Organizing Company ______________________________________________

Group Company Name ____________________________________________

Organizing Company Address _______________________________________

________________________________________ State ________________

Postal Code __________________________________________ Country ___________________

Phone __________________________________ Fax ______________________

*Email (Required) ________________________________________________

*Signature ___________________________________________________*Date ______________________

*Required Field

I have read and agree to all deadline dates and policies listed within the AAD Group Registration & Housing brochure for the AAD 73rd Annual Meeting, March 20-24, 2015 to be held in San Francisco, California, USA.

DGR Signature __________________________________ Date ____________________
GROUP DELEGATE LISTING
Deadline Date: January 21, 2015 at 12:00pm (CT)

- Individual registrations must be completed prior to completing this form.
- List only the names of the delegates that have a completed and paid registration record.
- There must be a minimum of 10 registrants listed to participate in the options listed on the next page.

YOU MAY PHOTOCOPY THIS FORM FOR ADDITIONAL NAMES

<table>
<thead>
<tr>
<th>First Name/ Given Name</th>
<th>Last Name/ Family Name</th>
<th>Registration Confirmation Number (Reg Code)</th>
<th>Is this registrant a physician- treating patients in an office-like setting? (Yes or No)</th>
<th>Is this registrant a non-physician? (Yes or No)</th>
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