



Thank you for your interest in the AREMA 2022 Annual Conference & Expo Group Registration. Please be sure to communicate the following policy to those who are approved to be on your group list, to ensure they do not pay full conference fees: **If an attendee is already registered outside the group registration (at the regular rate) they will not be able to cancel and re-register under the group rate.**

The Group Registration Discounted Rate is for **20** or more full conference registrants paid at the same time with one form of payment. The discount does not apply to the Presenter Rate, Day Passes, Exhibitor Badges, Seminars, Spouse/Guest, or Membership Dues.

Self-Registration

We are offering the Self-Registration process for Group Registration. A special online form has been created which is not available on our website. Please distribute the link below to those in your company who have been approved for Group Registration. This link will direct them to the Group Registration online form:

GROUP REGISTRATION PROCESS

Please contact meetings@arema.org for the group registration link.

1. Individuals must use their email address that is associated with their AREMA account to register. For a list of current members, please contact membership@arema.org.
2. Those who have not joined AREMA may have an existing record and should use their email address to locate it. If they are not in our database, they may create a record by clicking the **New Registration** button.
3. All Group Registrants will be charged the Member Group Registration rate of **\$775.00**. The Group Contact person will be invoiced for conference fees and dues separately (see invoicing section for more information).
4. Special Pricing for Presenter, Past President, Conference Operating Committee etc. will automatically calculate for those who qualify.
5. Individuals should complete their registration and the default payment option of "Send Invoice" will display.



GROUP REGISTRATION INVOICE

AREMA Contact: Morgan Bruins
meetings@arema.org
301.459.3200 ext. 712

As the Company Group Contact person, you will be invoiced for those who registered using the online Group Registration Form. A list of group registrants will be sent for you to review prior to being invoiced.

MEMBERSHIP DUES INVOICE

AREMA CONTACT: Christy Thomas
membership@arema.org
301.459.3200 ext. 704

The Group Registration Discount is for AREMA members only. You will be invoiced for those who register using the Group Registration Form but are not current AREMA members.

\$185 – Group membership dues (per person) – discount assessed for 20 or more individuals paid at the same time with one form of payment.

\$195—Regular membership dues (per person)

The Membership Dues Invoice will be sent separately from the Group Registration Invoice.

IMPORTANT DATES

JULY 13, 2022

Individuals who are approved for Group Registration **must be** registered through the self-registration link above.

JULY 18, 2022

A list of group registrants will be sent by AREMA to the Company Group Contact for review.

JULY 20, 2022

Final Group Registration Invoice and Dues Invoice will be sent by AREMA.

JULY 21, 2022

After this date, cancellations are non-refundable, and transfers may be made for a \$60 processing fee. Contact meetings@arema.org regarding transfer request.

AUGUST 4, 2022

Payment for the group registration must be received by AREMA **via check or ACH payment only.**

Payment for membership dues must also be received by AREMA. Payment may be by any acceptable method (credit card, check or ACH).



SPECIAL NOTES

If an attendee is already registered outside the group registration (at the regular rate) they will not be able to cancel and reregister under the group rate.

For details regarding the AREMA 2022 Annual Conference & Expo, click [here](#) to review.

CONFERENCE, EXPO & SEMINARS LOCATION

Colorado Convention Center
700 14th Street
Denver, CO 80202
303.228.8000

HOTEL INFORMATION

Special negotiated room rates for attendees are available. AREMA’s headquarter hotel is the Hyatt Regency but there are several hotels to choose from. A deposit equal to one night’s room and tax is required to guarantee each reservation. This deposit will be charged by the hotel as early as August 2, 2022. The Hotel requires cancellations to be made 72 hours prior to the check-in date to avoid forfeiting the deposit of one night’s room and tax.

The AREMA housing bureau, ConferenceDirect, will charge a cancellation fee based on the following schedule:

- Opening Date – Friday, May 27 – cancellation fee of \$60.00
- Saturday, May 28 – Friday, July 29 – cancellation fee of \$90.00
- Saturday, July 30 – arrival: cancellation fee of \$120.00

Room confirmations will be sent from ConferenceDirect, our housing partner. Reserve your hotel room as soon as possible they will fill up quickly. **If you are contacted by an unauthorized housing company that is not ConferenceDirect, we urge you to end the phone call immediately and do not provide any credit card/data or secure information to the caller.**

