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Dear ACC Group Coordinators,

On behalf of the American College of Cardiology, we thank you for your continued support of and interest in the ACC Annual Scientific Session. ACC.08 and i2 Summit will be held in Chicago, IL, March 29 – April 1, 2008.

Many exciting opportunities are available at ACC.08. We continue to refine the group housing and registration process. Please review this entire package of materials carefully as it contains important information. More detailed information about the meeting will be posted to the ACC website (www.acc08.acc.org) later this summer.

Here are some items of particular importance —

- **NEW!** i2 Summit will run all day on Saturday, March 29 through Monday, March 31, 2008
- **NEW!** ACC.08 will run all day on Sunday, March 30 through 5:00 p.m. on Tuesday, April 1
- **NEW!** ACC Congenital Cardiology Solutions 2008 (CCS.08) program will be all day on Tuesday, April 1, and will be open to all ACC.08 and i2 Summit attendees
- **NEW!** CV Society Educational Events will take place all day on Saturday, March 29
- **NEW!** ACC.08 & i2 Summit Scientific Session Spectacular: Sunday, March 30, 2008 from 11:30 a.m. – 1:00 p.m.
- **NEW!** ACC.08 Exposition: Open Sunday, March 30 until Tuesday, April 1
- Advance Registration rates available until February 20, 2008
- Group housing room block request and block management processes have been automated
- One (1) complimentary registration for every 25 rooms reserved
- Group housing and registration website opens on July 20, 2007.

J. Spargo & Associates, Inc. (JS&A) has been appointed as the official registration and housing company for ACC.08 and i2 Summit. Registration and housing for travel groups will open on July 20, 2007. All requests for hotel room blocks must be submitted online.

Please review the contents of this document. Should you have any questions or comments, please refer them to JS&A at accregistration@jspargo.com or call (703) 449-6418.

Thank you again for your interest and participation in ACC.08 and i2 Summit.

Regards,

Sue Sears Hamilton
Senior Director, Annual Scientific Session and i2 Summit

Note: Please read the following important procedures and then you may proceed to reserve your group room block.



Important Dates

July 20, 2007	ACC.08/i2 Summit Hotel Room Block Request and Registration website opens.
January 16, 2008	Rooming lists due. Name and date changes will be accepted until March 7, 2008.
February 20, 2008	Advance registration deadline. After this date any new registration will be charged at the on-site registration rates. This is also the last day for any registration cancellations to be eligible for a refund minus a \$50.00 administrative fee.
March 10, 2008	Begin contacting hotels directly for changes and cancellations to reservations.
March 26 – 27, 2008	Travel Group Appointments
March 29 – 31, 2008	Innovation in Intervention: i2 Summit 2008, Chicago, IL
March 30 – April 1, 2008	57 th Annual Scientific Session, Chicago, IL

Important Information

International Registrants

Visa processing may require long lead times. Please plan accordingly. Visa letters of invitation are available online at www.acc08.acc.org. Attendees must be registered and paid in full to receive a letter of invitation. For more information on visas, please visit <http://www.unitedstatesvisas.gov/>.

Italian Agents

The ACC has appointed O.I.C. Organizzazione Internazionale Congressi s.r.l. to coordinate and assist pharmaceutical companies in organizing the participation of Italian physicians, scientists and other health care professionals. O.I.C. Organizzazione Internazionale Congressi s.r.l. is the sole delegate by proxy to collect on the ACC's behalf all applications and file with the Italian Health Ministry in compliance with the instructions given by Legislative Order No. 541 of December 30, 1992.

Contact Information:

O.I.C. Organizzazione Internazionale Congressi s.r.l.

Viale G. Matteotti, 7

50121 Firenze, Italy

Telephone: 39.055.50351

Fax: 39.055.5001912 or 5528421

E-mail: r.carnesecchi@oic.it

Housing Policies and Procedures

The ACC has set aside blocks of rooms in the official ACC.08 & i2 Summit hotels for the exclusive use of groups. A group may reserve housing through JS&A using the ACC.08 & i2 Summit Group Housing and Registration website. The number of rooms at hotels may be limited in order to ensure all groups have access to room inventory. A block of rooms must consist of no less than 10 rooms. Rooms will be assigned to the standard/run of house category. Please abide by the following procedures to make certain your request is processed in a timely manner.

- **Groups that do not book housing through the official housing bureau will be subject to increased registration fees equal to \$80.00 per registrant.**
- The Group Registration and Housing website will open on July 20, 2007. You may access the website by visiting www.acc08.acc.org. You will have the ability to view available inventory and make your hotel selections. Confirmation of your room block and invoices for the required hotel and registration deposits will be emailed immediately following the completion of the online process. Each hotel room secured will require a 2 nights' room and tax non-refundable deposit

payable to the assigned hotel(s). In addition, an \$855.00 Non-member ACC.08 registration fee will be required for each room requested (\$1,200.00 if you are registering your delegate for both ACC.08 and i2 Summit). Payment of **registration fees** should be made payable to ACC and returned to JS&A for processing (5) **five days after reserving your room block.** Detailed payment instructions will be included on all invoices. Registration cancellations are permitted until February 20, 2008; however, they will be subject to a \$50.00 administrative fee. After February 20, 2008 all registration cancellations are non-refundable.

- Complete contact information will be required for each registrant including full address, email address, phone, fax and registrant profile information. Registration records that have not been completed properly will be considered incomplete and ACC Datacards will not be issued.
- JS&A will accept name changes and corrections until March 7, 2008. Name changes made onsite will be subject to a \$50.00 administrative fee. Name changes may be made to records with the same registration category only. Name changes made after your group appointment are considered new registrations and will be charged the full registration fee.
- Exhibitor housing may NOT be arranged through the Group housing process. An employee or representative of a commercial organization that manufactures equipment, supplies or offers services in the field of cardiology must contact the ACC for exhibiting and registration information. The travel agent may not include any such employee or representative in their group.
- Group housing may not be arranged through the exhibitor housing process.
- Media cannot register through this group process.
- Each registrant must qualify for one of the registration categories outlined. If a registrant qualifies for a category that requires verification, verification documents must be forwarded to the registration center.

Registration Categories

- 0 ACC Member M.D./D.O./Ph.D.:** Member, Associate Fellow, Fellow and Master
- 1 ACC International Associate:** International Associate members
- 2 ACC Cardiac Care Associate Member:** Registered Nurse, Nurse Practitioner, Clinical Nurse Specialist, Pharmacist and Physician Assistant members

- 3 **ACC Member Fellow in Training:** Physicians who are members of the ACC through their enrollment in an accredited cardiovascular training program
- 4 **Scientific Session Abstract Presenter:** Any attendee who will be attending and presenting an abstract (oral or poster).
- 5 **Nonmember M.D./D.O./Ph.D.:** Physician, Doctor of Osteopathy or Ph.D.

Registrants in the Nonmember Trainee/Resident, Nonmember Non-physician and Practice Administrator categories are required to submit, with the registration form, proof of licensure, a business card or a letter written on official letterhead and signed by a department supervisor verifying status. **If proper documentation is not received, the registration fee will be charged at the ACC.08 non-medical rate of \$855.00 (after Feb. 20, 2008, on-site registration rates apply) or the ACC.08 & i2 Summit non-medical rate of \$1,200.00 (after Feb. 20, 2008, on-site registration rates apply).**

On site, ACC will require individuals wishing to register in these categories to produce the same type of verification.

- 6 **Nonmember Trainee/Resident:** Physician enrolled in an accredited training program but not a member of the ACC.
- 7 **Nonmember Non-physician:** Nonmember registration category includes the following groups: nurse practitioner, nurse, physician assistant, clinical nurse specialist, nutritionist, exercise physiologist, technologist, pharmacist, research technician working in direct health care or for a non-profit organization and any other non-physician healthcare professional.
- 8 **Practice/Hospital Administrator:** Individual responsible for the management of cardiovascular specialty practices. Qualifying individuals include clinic administrator, personnel administrator and hospital/practice administrator.
- 9 **Non-medical:** Individual directly employed by a health care institution, network, corporate health care provider or company whose primary job function is ancillary to direct health care delivery. Qualifying individuals include, chief financial officer, chief information officer, personnel involved in commercial research and development related to cardiology, employee of an ACC.08 exhibitor, health care consultant, computer analyst, purchasing agent or consultant, corporate or executive manager.
- 10 **Exhibit-Only:** Fee admits registrants to the Exposition on Sunday, Monday and Tuesday. To qualify for this category, individuals must be eligible to register for categories 0-9.
- 11 **One-Day:** Fee admits registrants to the Exposition and any education sessions held that day.

Meeting Materials

All registrants will receive the ACC.08 Final Program and/or i2 Summit 2008 Final Program and JACC supplement as part of the registration fee.

As an added service, Group Coordinators may pick up registration materials (name badges, Final Programs, etc.) beginning March 26, 2008. On-site Group pick-up provides the opportunity for Group Coordinators to register additional attendees, make name changes and badge corrections while avoiding long lines during the main registration hours. Labor will be available to assist with the loading of registration materials for groups. Labor assistance is only available on Wednesday, March 26, Thursday, March 27 and Friday, March 28 (until 1 p.m.). This service is by advance appointment ONLY. JS&A will contact you to schedule an appointment. Please note: failure to appear at your appointed time may increase your wait times.

Group Coordinators are responsible for distributing materials to registrants who are part of their group. Badges will not be reprinted for individuals who have not received their materials from the Group Coordinator. These individuals will be instructed to contact their Group Coordinator to receive their materials.

Please click on the link below to reserve your group room block.

<https://reg.jspargo.com/acc08/groupblock/default.asp>