

## **2017 FSBPT Annual Meeting Frequently Asked Questions about Registration**

### **What do I need to register?**

**FSBPT Members:** You will need your username and password. If you forget one or both, use the “forgot my username or password” link to receive information via email.

**Other registrants:** You will need to enter your email address in the “Other Registrants” section.

**Non-funded Attendees:** Please have a credit card available (Visa, Mastercard or Discover) to pay for your registration online.

### **Can I register someone else or more than one person at a time?**

No, each person needs to register individually. The registration process involves providing one’s personal username and password and is designed for choosing sessions for one person at a time.

### **How do I know if I am a voting delegate, funded alternate delegate or funded administrator this year?**

Please contact your board administrator. To serve in one of these three roles this year, your board would have elected you to serve and your administrator would have credentialed you with FSBPT.

### **What is the difference between being “funded” and having my registration fee waived?**

Funded attendees have their registration fee and travel expenses covered by FSBPT to attend the Annual Meeting and Delegate Assembly. See the lists below for guidance.

### **Am I a “funded attendee”?**

You are a funded attendee if you are one or more of the below:

- 2017 Voting Delegate, Funded Alternate Delegate or Funded Administrator
- 2017 Award Recipient or Richard McDougall Long Term Service Award Recipient
- 2017 Committee/Task Force Chair
- 2017 Education, Nominating or Resolutions Committee Member
- 2017 Candidate for Election
- 2017 Annual Meeting Speaker
- FSBPT’s Immediate Past President or Honorary Member

### **Is my registration fee waived?**

Your registration fee is waived if you are one or more of the below:

- 2017 Voting Delegate, Funded Alternate Delegate or Funded Administrator
- 2017 Award Recipient or Richard McDougall Long Term Service Award Recipient
- 2017 Committee/Task Force Chair
- 2017 Education, Nominating or Resolutions Committee Member
- 2017 Candidate for Election
- 2017 Annual Meeting Speaker
- 2017 FCCPT Board Chair
- 2017 APTA President, Board Liaison or Staff Liaison
- 2017 Canadian Alliance President or Staff Member
- 2017 New Mexico State Board Members
- FSBPT’s Immediate Past President or Honorary Member

**My registration fee is not waived, but am I eligible to attend at the member rate?**

You are eligible to attend at the member rate if you are one or more of the below:

- FSBPT member
- FSBPT affiliate member
- FSBPT associate member
- Administrator or other staff of a physical therapy licensing board
- Canadian Alliance staff
- Canadian Alliance member

**My jurisdiction cannot be funded by FSBPT to attend the Annual Meeting. How does my jurisdiction pay for my registration fee?**

Complete the registration process and then email us at [communications@fsbpt.org](mailto:communications@fsbpt.org) to receive an invoice.

**What forms of payment are accepted for registration fees?**

You can pay via credit card (Visa, Mastercard or Discover) at the end of your registration process or you can select “pay later”, print an invoice, and mail a jurisdiction check\* made payable to Federation of State Boards of Physical Therapy and mail it to:

Federation of State Boards of Physical Therapy  
Attn: Annual Meeting Registration  
124 West Street South, Third Floor  
Alexandria, VA 22314

**\*Personal checks are not accepted.**

**When will I receive my registration packet?**

You can pick up your registration packet at the registration desk beginning Thursday, November 2, 2017 at 9:00 AM.

**I have registered but I want to change my educational sessions. How do I adjust my registration?**

- **If before September 22, 2017**, you can [log in to the event registration system](#) and make adjustments.
- **If after September 22, 2017**, please discuss the changes you want to make with the registration desk staff when you pick up your registration packet at the meeting.