

# Administrative Professionals Conference

## 2024 Registration Form

### Instructions:

- Please complete all requested information.
- Payment must accompany each registration.
- Please send registrations to the appropriate address (found on our website on the registration tab.) [www.adminprofconf.com](http://www.adminprofconf.com)
- All registrations must be post marked no later than Friday, April 5th.
- Attendees should receive email confirmation within two weeks after **receipt** of their registration. **If confirmation has not been received by Friday, April 19th, please contact your institution's representative** (see list below).
- Due to limited seating capacity, we cannot accept payments at the door.

**Conference Cost:** **\$159**

Post marked by Friday, April 5th

### Refund Policy:

- Cancellation requests prior to April 12th will result in a \$50 administrative fee.
- No refunds will be granted for cancellation requests on or after Friday, April 12th.
- If you are unable to attend, you may send a substitute. However, no subs will be allowed after Monday, April 8th.
- Notification to Joanna Huskey of substitute must be made by Monday, April 8th.

### COVID:

- For COVID information, please visit our website at [www.adminprofconf.com](http://www.adminprofconf.com) under registration

### Questions:

 Contact your representative:

|            |        |              |
|------------|--------|--------------|
| FT         | Rhonda | 336.734.7506 |
| NH         | Traci  | 336.718.6639 |
| WFU        | Joanna | 336.716.4694 |
| Atrium WFB | Joanna | 336.716.4694 |
| WSSU       | Joanna | 336.716.4694 |
| Others     | Joanna | 336.716.4694 |

**For more details on registration for your organization, please visit:**  
[www.adminprofconf.com](http://www.adminprofconf.com)

### Attendee & Institution Information

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_

### Method of Payment (please select one)

**For more details on the registration process for your organization, please visit our website at: [www.adminprofconf.com](http://www.adminprofconf.com)**

**Credit Card payment** (use link below):

<https://WFBH.regfox.com/administrative-professionals-conference>

**Check made payable to Wake Forest University Health Sciences enclosed** (**ALL** attendees paying by check should check the box to the left.)

If paying with personal check, check here:

(Remit to: Administrative Professionals Conference, Medical Center Blvd, Box 1149  
Winston-Salem, NC 27157-1149)

### Wake Forest Reynolda Campus Payment Information

Cost Center \_\_\_\_\_ Activity \_\_\_\_\_ Project/Grant \_\_\_\_\_

(Remit to: Administrative Professionals Conference, Medical Center Blvd, Box 1149  
Winston-Salem, NC 27157-1149)

### Atrium Health Wake Forest Baptist (AHWFB) Chart of Account including: NCBH, Wake Forest Health Network and WFUSOM

Company \_\_\_\_\_ Op Unit \_\_\_\_\_ Cost Center \_\_\_\_\_ Natural ID \_\_\_\_\_ Program \_\_\_\_\_ Fund \_\_\_\_\_

**OR** Project # \_\_\_\_\_ Expenditure Organization \_\_\_\_\_

(Complete all chartfield information above and submit to **Joanna Huskey** via email at [jhuskey@wakehealth.edu](mailto:jhuskey@wakehealth.edu) OR via interoffice mail to Joanna at Carpenter Library, Gray Bldg, 1st Fl, Box 1069 )

### Signature of Approval

Attendee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



**Administrative  
Professionals  
Conference**  
Professionals Supporting Professionals

**April 25, 2024**

**Registration 8am-9am**

**Conference 9am-3pm**

**Legacy Stables & Events  
4151 Thomasville Road  
Winston-Salem, NC 27107**

[www.adminprofconf.com](http://www.adminprofconf.com)