



**MSMA 2012 WINTER CONFERENCE**  
**February 24 – February 26, 2012**  
**Somerset Inn – Troy**

**Friday, February 24, 2012**

- 6 – 8 p.m.                      Registration  
7 – 9 p.m.                      Welcome Party - Complimentary cocktails and snacks

**Saturday, February 25, 2012**

- 7 – 9 a.m.                      Breakfast  
7 – 10 a.m.                      Registration  
8 – 9:15 a.m.                      Emergency Preparedness for Medical Offices – Doris Neumeyer, RNBSN, CIC  
9:30 – 10:30 a.m.                      Palliative Care and Essentials to Know – Marie Briskey, RN  
10:45 – 11:45 a.m.                      Breathe Easy with “Breathers Club” – Teena Culhane, RCP  
11:50 a.m. – 12:50 p.m. Lunch  
1 – 2 p.m.                      Change Diet Habits – Dr. Sowersby  
2:15- 3:15 p.m.                      Chapter Officers Meeting  
2:15– 3:15 p.m.                      Snack Break  
3:30 – 4:30 p.m.                      William Beaumont Hospital Speaker (TBA)  
4:30 – 5:00 p.m.                      Raffle Drawings

**Sunday, February 26, 2012**

- 7 – 9 a.m.                      Breakfast  
9 a.m. – 12 noon                      Board of Directors Meeting  
8 – 9 a.m.                      Therapeutic Music for Healing – Marg Orzek  
9:30 – 10:30 a.m.                      Look Younger Feel Better – Jeffrey Fishman, M.D.



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**REGISTRATION FORM**

Please print or type the following information:

NAME: \_\_\_\_\_ CREDENTIAL: \_\_\_\_\_

NICKNAME: \_\_\_\_\_ CHAPTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

AAMA Member     Yes     No                      AAMA Student     Yes     No

Are you attending a MSMA Conference for the first time?     Yes     No

**\*\*\*Proof of Membership and/or Current Student ID Required at Registration Desk\*\*\***

**Please complete the following:**

- |  |                      |
|--|----------------------|
| <input type="checkbox"/> AAMA Member                                   | <b>Total Package</b> |
| <input type="checkbox"/> Non-Member                                    | \$92.00              |
| <input type="checkbox"/> MSMA Past President                           | \$112.00             |
| <input type="checkbox"/> Student Member (to include Education & lunch) | \$72.00              |
| <input type="checkbox"/> Saturday Only Member                          | \$30.00              |
| <input type="checkbox"/> Saturday Only Non-Member                      | \$70.00              |
|  | \$92.00              |
| ("Saturday Only" includes breakfast, lunch, morning & afternoon break) |                      |

Additional Meal Tickets Available Upon Request  
**Deadline for registration is February 7, 2012**

Make Checks Payable to: **MSMA Conference**                      Amount Enclosed \$ \_\_\_\_\_

Mail Registration and Checks to:  
Elizabeth Moore, CMA (AAMA)  
4790 Sunny Beach Drive  
Clarkston, MI 48348

## REGISTRATION POLICIES

1. Proof of AAMA membership and/or current student ID required at Registration Desk.
2. Your cancelled check is proof of registration. Confirmation will not be sent.
3. Name badges must be worn to all MSMA Conference functions for admission.
4. Registration deadline is **February 7, 2012**. Late registrations accepted only until **February 23, 2012**. Late fee of \$20 will be added after **February 24, 2012**.
5. Cancellation policy: Written notice of cancellation must be post marked by **February 14, 2012**. A \$20 administrative fee will be retained. No refunds after **February 23, 2012**.
6. Returned checks will be assessed an administrative fee of \$20.00.
7. Hotel reservations are the responsibility of the attendee. Hotel reservation deadline is **February 3, 2012**. Attendees must contact the hotel directly.
8. Total CEUs based on actual contact hours. You must attend 90% of each session to earn CEUs. Agenda subject to change.
9. Education sessions subject to change and pending approval with MSMA Educational Committee and AAMA.
10. Non-AAMA members will be assessed \$5.00 per day to register for CEUs with AAMA.
11. Eligible non-members may join AAMA with completion of an application.
12. In accordance with the Americans with Disabilities Act, please contact Rena Gizicki, CMA (AAMA) at 734-516-0696 for accommodations. If you have any special needs or dietary needs please let Rena Gizicki, CMA (AAMA) know.

## ROOM RESERVATIONS

**Somerset Inn – Troy**  
**2601 West Big Beaver Rd.**  
**Troy, MI 48084**

1. Reservations for the Conference will be made by individual attendees directly with the Somerset Inn at 248-643-7800.
2. Group Name: **Michigan Society of Medical Assistants – Annual Conference.**
3. The room rate will be \$90.00/single or double per night plus tax. 3 -4 people \$100.00/night. (Executive suites are available).
4. Reservations must be accompanied by a first night room deposit, or guaranteed with a major credit card.
5. Room reservations received after the deadline will be subject to availability.
6. All questions or concerns should be directed to the hotel. MSMA does not accept any responsibility for the room reservations.
7. If any difficulties arise with making reservations under the Michigan Society of Medical Assistants contact Rena Gizicki, CMA (AAMA) at 734-516-0696.
8. Hotel Reservation deadline is **February 3, 2012**.