



## APIC 2012年次教育集会 参加登録手順ガイド

\* APICの新規会員登録と年次大会参加登録の両方を一度に行う方法をご紹介します。

### APIC 2012年次教育集会概要

会期：2012年6月4日～6日  
場所：テキサス州サンアントニオ  
参加登録費：

APIC会員 \$550 (早期割引費用 2012年4月16日まで)  
APIC非会員 \$735 (早期割引費用 2012年4月16日まで)  
US・カナダ以外のAPIC会員費(年間)は\$205(学生\$90)です。



## APIC 2012 年次大会 参加登録手順 1

こちらがAPIC 2012 年次大会のサイトのホームページです。

<http://ac2012.site.apic.org/>

(上記アドレスからAPICホームページを開くと、下記の画面が現れます。)

VISA、AMEX、Mastercardのいずれかのクレジットカードをご用意ください。

APIC Spreading knowledge. Preventing infection.™

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APIC 2012 SAN ANTONIO, TX JUNE 4-6

Registration is now open.  
[Get started now.](#)

APIC's Annual Educational Conference & International Meeting is the largest annual gathering of infection preventionists in the world. It is considered the premier educational opportunity for healthcare professionals in all

枠内の [Get started now.](#) をクリックしてください。  
そうしますと下記のような登録画面が表示されます。

INFECTION PREVENTION:  
*Improving Outcomes, Saving Lives*

APIC 2012 SAN ANTONIO, TX JUNE 4-6

Not yet registered for APIC 2012?

Register Now

Already Registered?

Log in to your portal

APIC 2012 年次大会 参加登録手順 2

**Register Now** をクリックしてください。

The header features the APIC 2012 logo on the left, which includes a diamond shape with a star and a silhouette of people. To the right, the text reads "INFECTION PREVENTION: Improving Outcomes, Saving Lives" and "APIC 2012 SAN ANTONIO, TX JUNE 4-6". Below the header, there are two main sections: "Not yet registered for APIC 2012?" with a "Register Now" button circled in orange and a callout bubble saying "クリック!", and "Already Registered?" with a "Log in to your portal" button.

画面中ほどの **I will register as a:** の中から  New APIC Member を選択し、**Next** をクリックしてください。

The registration form contains two main sections. The first section, "I will register as a:", lists several options with radio buttons: "Current APIC Member", "Renewing APIC Member", "SHEA Member (Discounted)", "CMIC Member (Discounted)", and "New APIC Member". The "New APIC Member" option is circled in orange, and a callout bubble says "クリック!". The second section, "Already Registered?", includes a text prompt: "If you have already registered for the meeting and would like to manage your file, please enter your email address here. You will be sent a link to access your file." Below this is an "E-mail" input field with a red asterisk, a "Send me my link" button, and a "Next" button circled in orange with a callout bubble saying "クリック!". A callout bubble above the input field says "空欄でOK".

### APIC 2012 年次大会 参加登録手順 3

名前、名字、メールアドレス (2回) を半角英数で入力し、 **Next** をクリックしてください。

Please note that all fields are case sensitive. This form will not accept entries in all caps or all lower case. Fields with an asterisk must be completed.

First Name	Yuki
Last Name	Miyashita
Email	ymiyashita@mimm.com
Verify Email	ymiyashita@mimm.com

**Back** **Next**

クリック!

名前、名字、資格、肩書き、所属、部署、メールアドレス、住所、電話番号、FAX (空欄でも可) を半角英数で入力してください。さらに下の **Registration Code** は空欄で構いません。

**Personal Information**

Please note that all fields are case sensitive. This form will not accept entries in all caps or all lower case. Fields with an asterisk must be completed.

First Name	YUKI
Middle Name/Initial	
Last Name	Miyashita
Credentials	RII
NickName for Badge	Yuki
Title	Ms
Company/Employer Name	3M Health care
Department	Medical Division
Email	ymiyashita@mimm.com
Address Type	<input type="radio"/> Home <input checked="" type="radio"/> Office
Attention To	3M Health care
Address 1	3-23-3
Address 2	Tamagawadai Setagayaku
City	Tokyo
Country	Japan
Postal Code	1588583
Phone	+81357167412
Fax	+81337098754

**Registration Code**

Registration Code

This is not a required field. If you have not been provided with a registration code, simply continue with your registration and select the "Next" button below.

空欄でOK

## APIC 2012 年次大会 参加登録手順 4

Select Your Membership Dues の International Membership を選択し、Next をクリックしてください。

Name	Fee
<input type="radio"/> U.S. Citizen/Canada Membership	\$185.00
<input checked="" type="radio"/> International Membership	\$205.00

Buttons: Back, Next

2012 APIC Chapter Dues - By Region (optional) では、どこにもチェックをつけず、一番下まで画面をスクロールし、Next をクリックしてください。

Name	Fee
<input type="checkbox"/> 200 Egypt	\$0.00
<input type="checkbox"/> 201 UAE	\$0.00
<input type="checkbox"/> 202 Saudi Arabia	\$0.00

Buttons: Back, Next

Conference Registration Fees にて、3日間とも参加する場合は、Member (Full Registration) - \$550.00 を選択し、1日のみ参加の場合は、One Day- Member - \$295.00 を選択してください。さらに、APIC年次大会への参加回数、APICメンバーである期間 (\* Just Joinedで今年から参加の意味です)、臨床現場の種類、感染管理の経験年数、感染管理の資格の有無、ローカルチャプターでは、Not a member を選択してください。

Conference Registration Fees

Please select your conference registration fee below. One-day registration can only be used for ONE day; two or more days require full conference registration.

参加費

Member (Full Registration) - \$550.00

If you are a speaker and/or are entitled to Complimentary registration, please return to the Personal Information page to enter your Registration Code in the appropriate box.

Demographic Information (required)

Please provide an answer to all demographic questions below.

How many times have you attended the APIC Annual Conference? This is my first time (dropdown) 参加回数

How long have you been an APIC member? Just Joined (dropdown) APICメンバーである期間

Practice Setting: Acute Care Inpatient/Outpatient Program/Services (dropdown) 活動領域の種類

Years in Infection Prevention: 1-3 years (dropdown) 感染管理の経験年数

Are you CIC certified? Yes (dropdown) 感染管理の資格の有無

Did you hear about the conference through your local chapter? No (dropdown) Noを選択

Which chapter are you a member of? Not a member (dropdown) Not a memberを選択

\*日本にはAPICのローカルチャプターは、2012年1月現在ございません。

## APIC 2012 年次大会 参加登録手順 5

キャンセルに関するポリシーへの同意項目です。キャンセルする場合には、6月4日より前に、FAXもしくはe-mailでAPIC本部へ連絡が必要です。連絡がない場合には、返金されません。5月4日より前にキャンセルの連絡があった場合は80%が返金されます。5月4日以降は、事情等により考慮されます。会員登録に関するキャンセルは受け入れられません。何らかの事情によりAPIC年次大会が開催されない場合は、登録費用の100%が返金されますが、交通費や宿泊費などにはAPICは一切の責任を負いません。よろしければ同意にチェックをし、**Next** をクリックしてください。

**Cancellation Policies**

- All cancellation requests must be received by APIC Headquarters in writing (fax or email) prior to the start of the conference on June 4, 2012. No-shows are non-refundable.
- An 80% refund will be given if request is received prior to May 4, 2012.
- After May 4, 2012, requests will only be considered in the event of extenuating circumstances.

Please submit cancellation requests to [annual@apic.org](mailto:annual@apic.org) or fax to 202-769-1899.

Please note that no cancellations will be accepted for Membership.

Program Cancellation: **チェック!** In the event of conference cancellation, APIC will refund 100% of registration fees paid. APIC assumes no liability for any penalty fees on airfare, hotels, deposits for hotel accommodations or any other fees, charges, penalties, or other incidental costs that a registrant might incur as a consequence of cancellation.

\*By clicking here, I certify that I have read and understood the cancellation policy above. **クリック!**

**Back** **Next**

初回参加者やUS以外からの参加者を対象に、オリエンテーションが、6月3日(日)午後3時30分から4時30分の日程にて開催されます。参加を希望する場合は、チェックし、**Next** をクリックしてください。例年、参加費は無料です。

**Optional Orientation Session**

Please click the checkbox below if you will be attending the conference orientation program. It is designed to assist new, international, or returning attendees navigate and make the most of their conference experience.

Name	Date	Time
<input checked="" type="checkbox"/> Conference Orientation Session	6/3/2012	3:30 PM - 4:30 PM

**Back** **Next** **クリック!**



あと一息!

## APIC 2012 年次大会 参加登録手順 6

合計金額が提示されていますのでご確認ください。下記は、APIC会員登録と年次大会参加費の合計にて\$755との表示です。支払い方法は、 Credit Card をご選択ください。

Finance Summary	
Registration Fee - Member (Full Registration)	\$550.00
Additional Purchases - see details below	\$0.00
Membership Dues	\$205.00
Total Amount Due	\$755.00
Total Amount Paid	\$0.00
Balance	\$755.00

**Total Due:** \$755.00

I'd like to pay by:

Check to follow

Credit Card

Credit Card を選択すると、下のような画面が表示されます。クレジットカード番号、期限、カードに記載されている氏名、裏面に表示されている3桁の番号、クレジットカードに登録されている住所(確認して正しければ、 Use previously given address をチェックし、**Next** をクリックしてください。

I'd like to pay by:

Check to follow

Credit Card

Credit Card Number  クレジットカード番号

Expiry Date 01 2012 期限

Card Holder Name  クレジットカードに記載されている氏名

CVV  [What is this?](#) カード裏面に表示されている3桁の番号

Credit Card Billing Address:  Use previously given address

3-23-3  
Tamagawadai Setagayaku  
Tokyo 1588583  
Japan

Use different billing address

**登録されている住所を確認!**

**クリック!**

## APIC 2012 年次大会 参加登録手順 7

最後には下のような画面が表示されます。お疲れさまでした！ 登録したメールアドレスにも確認のメールが届きます。保存しておくようにしましょう。

Thank you! You have completed your registration for the APIC 2012 Conference, being held June 4-6, 2012 in San Antonio, Texas. Please confirm your selections below. You will receive an official confirmation of registration by email, which will contain a link that will allow you to modify your registration.

**Attendee Badge Mailing/Pickup**  
Registrants from the United States & Canada: If you completed your registration by May 1, APIC will mail out your attendee badge to you prior to the conference. Simply bring it with you onsite and all you'll need to do to check in is pickup a badge holder and conference bag.

Click here to return to the [APIC 2012 homepage](#).

**Housing Information**  
Make your hotel reservation through the official [APIC Conference Housing Bureau](#). Book early as rooms fill up fast.

APICから届く確認メールのリンクをクリックすると、登録状況を確認できます。

IMPORTANT!

INVOICE/STATEMENT OF ACCOUNT

We have received your registration form for APIC 2012 to be held at the Henry B. Gonzalez Convention Center in San Antonio, TX June 4-6, 2011; however, either you did not include payment with your registration or only partial payment was received. Please access your file [here](#) or forward a copy of this invoice along with your payment to:

APIC 2012 Registration  
c/o Showcare Event Solutions  
1200 G Street, NW, Suite 800  
Washington, DC 20005-6705

クリック！

**Personal Information**

Name: Yuki Miyashita  
Nickname for Badge: YUKI  
Title: mrs  
Credentials:  
Company/ Employer Name: 3M Japan  
Department:  
Email: ymiyashita@mimmm.com  
Phone:  
Fax:  
2-33-1  
Tamagawadal  
Mailing Address: Setagayaku  
Tokyo 158-8583  
Japan

[Edit Personal Information](#)

**Finance Summary**

Your file needs to have a \$0 balance to be considered complete and to receive a confirmation.

**Finance Summary**

Registration Fee - Member (Full Registration)	\$550.00
Additional Purchases - see details below	\$0.00
Membership Dues	\$0.00
Total Amount Due	\$550.00
Total Amount Paid	\$550.00
Balance	\$0.00

[Add Payment](#)

**Send Correspondence**

[Send My Confirmation Letter](#) [Send My Receipt](#)

**Housing**

To make your hotel reservation in San Antonio, [CLICK HERE](#)  
If you are a U.S. Federal Government employee, APIC has a small number of U.S. government per-diem rate hotel rooms reserved in our block (first-come first-serve). Please email [housing@visitsanantonio.com](mailto:housing@visitsanantonio.com) or call 210-207-6734 to inquire about availability.

**Badge Preview**

APIC 2012 Annual Meeting San Antonio June 4-6

**Yuki**  
Miyashita  
3M Japan