

## **SPR 15<sup>TH</sup> Annual Meeting FREQUENTLY ASKED QUESTIONS**

### **HOTEL INFORMATION**

#### **Why should I book my hotel room at the headquarters hotel?**

Booking a hotel room at the SPR helps the support the overall mission of the Society and the Annual Meeting. Reserving rooms within the SPR guest room block reduces the risk of incurring attrition penalties, which helps the Society keep registration prices low each year. Furthermore, staying at the Hyatt Regency Washington provides the richest networking opportunities to our attendees.

### **REGISTRATION**

#### **When will I receive my registration refund?**

Registrants who submit cancellations in writing by April 30, 2007 will receive a refund in 6-8 weeks. We regret that we cannot process any refunds for cancellations after April 30, 2007. A \$50 cancellation fee will be deducted from the refund.

#### **Where is onsite registration for the 2007 Annual Meeting?**

Onsite registration for the 2007 Annual Meeting will be located in the Hyatt Regency Washington, Ballroom Level

#### **When are registration badges and the printed program available?**

All registrants receive your badge and printed program when you check in at the conference registration desk. A searchable, online program will be available at the end of April and a PDF file of the printed program will be available mid-May on the SPR website at [www.preventionresearch.org](http://www.preventionresearch.org).

#### **Am I registered to attend the 2007 Annual Meeting?**

Online registrants will receive an acknowledgement by e-mail immediately following the submission of an online registration form. Registration forms sent by mail or fax will generate an e-mail confirmation. Please allow 2-3 weeks for payment processing. If you do not receive this confirmation, please contact Condor Registration Services at 256-852-4490, [info@condorregistration.com](mailto:info@condorregistration.com).

#### **Will volunteer opportunities be available at the Annual Meeting?**

We do not have a formal volunteer program. Please e-mail [jenniferlewis@preventionresearch.org](mailto:jenniferlewis@preventionresearch.org) if you are interested in discussing volunteer opportunities.

#### **When is the early bird registration deadline?**

The early bird registration deadline is April 9, 2007. Register by May 25 for full rates. After May 25 you may only register onsite.

## **MEMBERSHIP IN SPR and CONFERENCE REGISTRATION RATES**

### **When can I join SPR to get the member discount rate?**

You can join at any time to get the SPR member discount rate. All 2007 memberships run January 1, 2007 through December 31, 2007. We will send you any back issues of the quarterly journal *Prevention Science* that you may have missed. For membership status and other questions, please contact Dee Jay Garringo, [deejay@preventionresearch.org](mailto:deejay@preventionresearch.org).

### **Do I have to be a member of the SPR to attend the Annual Meeting?**

SPR membership is not required to attend the Annual Meeting. Non-member registrants are welcome. However, members receive a member registration discount.

## **ABSTRACTS AND PRESENTATIONS**

### **When is the abstract submission deadline?**

The abstraction submission deadline is October 16, 2006.

### **When is the deadline to submit corrections to my presentation?**

The deadline to submit corrections (critical corrections such as co-authors; not minor edits) is February 28, 2007. Please submit all corrections to Jennifer Lewis, [jenniferlewis@preventionresearch.org](mailto:jenniferlewis@preventionresearch.org).

### **Is feedback for the decision about a submission available?**

Unlike the process for submissions to journals, submissions for the SPR Annual Meeting do not receive written reviews. Based only on a 400-word abstract and completed under very tight deadlines, reviewers are not asked to make comments for the authors but rather to indicate recommendations on acceptance and rejection.

### **Who will I be notified if my submission has been accepted?**

For symposia and poster forum submissions, decision notifications are sent by e-mail to the chair, presenting authors and discussants. For roundtable submissions, decision notifications are sent by email to the chair and the discussants. For individual paper and individual posters, decision notifications are sent to the presenting author.

### **When will I know if my submission has been accepted?**

Decision notifications will be emailed mid-February, 2007. If you are the chair, presenting author or entered by person and do not receive your notification, contact Jennifer Lewis, [jenniferlewis@preventionresearch.org](mailto:jenniferlewis@preventionresearch.org)

### **When will I be notified of the schedule for my presentation?**

Schedule notifications will be e-mailed by mid-March 2007 to the chairs, presenting authors and discussants. Due to the complexities of the schedule, no personal scheduling requests can be accommodated.

### **When are the individual poster and technology demonstration presentations?**

The individual poster presentations are held Wednesday, May 30 and Thursday, May 31 from 5 to 7:30 pm. You will be notified by e-mail which evening you are scheduled to present.