Sixth Annual
NEONATAL ADVANCED PRACTICE NURSING FORUM 2003
A Special Ross Conference
May 29, 30, & 31, 2003
Loews L’Enfant Plaza, Washington, DC

★★ FEATURED SPEAKERS ★★
Roberta Ballard, MD
Carol Botwinski, RNC, MS, ARNP
Dorothy Brooten, RN, PhD, FAAN
Regina Cusson, RN, PhD
Terry Johnson, ARNP, RNC, MN
Dale Phelps, MD

★★ HIGHLIGHTS ★★
★ Preconference Pharmacology Workshop ★
Yes - Oxygen IS a Drug!
★ Preconference APN Faculty Forum ★
Point-Counterpoint Debate ★
Do Early Subnutritional Feedings Prevent or Contribute to NEC in the Very-Low-Birthweight Infant?

Presented by
VERMONT CHILDREN’S HOSPITAL AT FLETCHER ALLEN HEALTH CARE
&
THE CHILDREN’S HOSPITAL AT DARTMOUTH
Support Provided by
ROSS PRODUCTS DIVISION, ABBOTT LABORATORIES
### Friday, May 30, 2003

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-7:30 AM</td>
<td>Run/Walk/Crawl with Dorothy</td>
</tr>
<tr>
<td>7:00 AM-5:30 PM</td>
<td>REGISTRATION: MAIN CONFERENCE</td>
</tr>
<tr>
<td>7:00-8:15 AM</td>
<td>CONTINENTAL BREAKFAST sponsored by Ross Products</td>
</tr>
<tr>
<td>8:15-8:30 AM</td>
<td>OPENING REMARKS</td>
</tr>
<tr>
<td>8:30-9:30 AM</td>
<td>Discharging of the Low Birth-Weight Infant: Lessons From Our Past and A Glimpse Into the Future</td>
</tr>
<tr>
<td>9:30-10:30 AM</td>
<td>Early Onset Neonatal Sepsis in the Era of Group B Streptococcal Prevention</td>
</tr>
<tr>
<td>10:30-11:00 AM</td>
<td>BREAK</td>
</tr>
<tr>
<td>10:30 AM-6:45 PM</td>
<td>POSTER VIEWING</td>
</tr>
<tr>
<td>11:00-12:30 PM</td>
<td>CASE OF THE YEAR: Moderated by Madge Buus-Frank, RNC, MS, ARNP</td>
</tr>
<tr>
<td>12:30-1:45 PM</td>
<td>ROUND TABLE LUNCHEON (registration required; contact hour credit awarded)</td>
</tr>
<tr>
<td>2:00-3:00 PM</td>
<td>Concurrent Session I</td>
</tr>
<tr>
<td>3:00-3:15 PM</td>
<td>BREAK - Move to Next Session</td>
</tr>
<tr>
<td>3:15-4:15 PM</td>
<td>Concurrent Session II</td>
</tr>
<tr>
<td>4:15-4:30 PM</td>
<td>BREAK - Move to Next Session</td>
</tr>
<tr>
<td>4:30-5:30 PM</td>
<td>Concurrent Session III</td>
</tr>
<tr>
<td>5:45-6:45 PM</td>
<td>GUIDED POSTER WALK</td>
</tr>
<tr>
<td>7:00-9:00 PM</td>
<td>EVENING FUN WITH DJ DOUG sponsored by Ross Products</td>
</tr>
</tbody>
</table>

The Nursing Continuing Education Council, Dartmouth Hitchcock Medical Center, is approved as a provider by the New Hampshire Nurses’ Association, which is accredited by the American Nurses Credentialing Center’s Commission on Accreditation. This educational activity carries 14.7 contact hours.
Saturday, May 31, 2003

6:30-7:30 AM  Run/Walk/Crawl with Dorothy
7:00-12:00 AM POSTER VIEWING
7:00-8:00 AM CONTINENTAL BREAKFAST sponsored by Ross
8:00-8:15 AM OPENING REMARKS
8:15-9:15 AM BPD 2003 - Have We Made Any Progress?
         Roberta A. Ballard, MD
9:15-10:15 AM Emerging Insights Into Intrauterine Growth Restriction: The Legacy of a Lifetime.
         John T. Queenan, MD
10:15-10:45 AM BREAK
10:45-12:15 PM POINT-COUNTERPOINT DEBATE: Do Early Subnutritional Feedings Prevent or Contribute to NEC in the Very-Low-Birth Weight Infant?
         Shahirose Premji, RN, PhD and Michael Skinner, MD
12:15-1:30 PM LUNCH (on your own)
1:30-2:45 PM Chill Out! Prevention Strategies to Spare the Neonatal Brain in Hypoxic Ischemic Reperfusion Injuries
         Terry Johnson, ARNP, RNC, MN
2:45-3:45 PM Narratives from the Nursery: APNs as Nurturers, Leaders and Teachers
         Regina Cusson, RN, PhD
3:45-4:00 PM CLOSING REMARKS, RETURN EVALUATIONS

Concurrent Session I

A. Developing CATs (Critically Appraised Topics) to Promote Evidence-Based Practice
   Critically analyze the literature, using the CAT methodology to answer real world clinical questions.
   Marilyn Benis

B. Enhancing Role Transition: Helping Novice NNPs Become Valued Team Members
   Set your newest NNPs up for success, by helping them navigate the novice to expert continuum during this critical period of role transition.
   Regina Cusson

C. Feast or Famine: The Evidence for Optimizing Nutrition in the VLBW Infant
   Develop strategies to optimize the early nutritional management of LBW infants.
   Shahirose Premji

D. Parents on Rounds
   As we move beyond the mindset of parents as “visitors,” NICU providers are challenged to develop systems that foster collaboration.
   George Little

E. International Nursing Presentation
   Learn about neonatal intensive care beyond US borders as peer-reviewed presenters portray their unique views of care in countries in which they have practiced.

Concurrent Session II

A. The Vermont Oxford Medical Error Data Base: Are We Learning Our Lesson?
   Learn from the mistakes and near misses of others registered in the VT Oxford Error Database, to prevent health care errors in your NICU.
   Gautham Suresh

B. Building Better Presentations: Tips and Tales from the Trenches
   Develop pragmatic strategies to translate your clinical expertise into memorable learning experiences.
   Madge Buus-Frank

C. Feast or Famine: The Evidence for Optimizing Nutrition in the VLBW Infant
   (repeat of session I-C)
   Shahirose Premji

D. Research Podium Presentation
   Join nurse researchers who will present their research in an interactive moderated forum.
   Moderated by Regina Cusson

E. It’s NOT The Same Old Fungus Among Us
   Examine current controversies in the identification and treatment of emerging fungal infections in the NICU.
   Carol Botwinski

Concurrent Session III

A. The Vermont Oxford Medical Error Data Base: Are We Learning Our Lesson?
   (repeat of session II-B)
   Gautham Suresh

B. NNP Practice Models: Controversies and Challenges
   Examine the evidence regarding controversies such as in-house vs. on-call neonatology coverage, organizational placement of NNPs, and other hot APN issues!
   Dorothy Mullaney, George Little & Madge Buus-Frank

C. Postcards from the Edge: Balancing Safe Newborn Transition with Birth Plans, Aromatherapy and the New NRP
   Discuss the challenges of ensuring a safe transition to extraterine life in the face of alternative health practices.
   Terry Johnson

D. Domestic Violence: What Every APN Must Know
   Identify essential skills to recognize, support, and refer mothers and infants at risk.
   Nancy Hunt

E. Can Prematurity Be Prevented: Insights Into the March of Dimes Initiative
   Be a vested partner in their goal of reducing prematurity and transitioning premature infants into the community.
   Victoria Flanagan

✰✰✰✰ NEONATAL ADVANCED PRACTICE NURSING FORUM 2003 - A Special Ross Conference✰✰✰✰

= Pharmacology content
CALL FOR PARTICIPATION

Case of the Year - General Session or Poster Presentation

Share your clinical expertise by submitting a case abstract highlighting:
♦ An unusual disease process or diagnostic challenge
♦ An atypical presentation or outcome of a common disease
♦ A transport challenge

Cases should be well developed, with supportive laboratory, diagnostic imaging and pictures (when appropriate). The case selected will be presented in an interactive moderated general session designed to challenge the participants’ diagnostic and critical thinking skills. Once accepted, faculty support for developing the case presentation is provided.

Original Research - Podium or Poster Presentation

Abstracts of ongoing or completed research are welcomed. Select abstracts will be invited to present their work in an interactive moderated podium presentation during a concurrent session on Friday, May 30, 2003. Alternates may be invited to present by poster and participate in the guided poster walk.

Innovations in Practice or Education - Poster Presentation

Abstracts describing innovations in clinical practice, quality improvement or benchmarking projects, or those highlighting effective educational models for advance practice nurses are welcomed.

International Neonatal Nursing

Neonatal nurses from around the world, or those who have practiced beyond the U.S. borders, are invited to submit a proposal to present their experiences, in outline form. The presentation should portray unique aspects of neonatal care in the country of origin. Select presentations will be invited to present in a concurrent session.

Submission Guidelines

All submissions must be congruent with conference objectives. They must clearly identify the category of submission (e.g. Case of the Year, Original Research, Innovation in Practice or Education, International Neonatal Nursing), title of the presentation, author(s), credentials, affiliation address, telephone number and e-mail address. Submit 2 originals, removing author information from 1 copy. Note: submissions will not be returned to authors.

Case of the Year Submissions: please follow the detailed guidelines posted at www.hitchcock.org/dept/regionalprogram. Hard copies can be obtained by contacting Victoria A. Flanagan (listed below).

Original Research, AND Innovations in Practice or Education Submissions: please limit to 300 words with 2 additional bibliography pages. Structure abstracts stating the problem, purpose, methods, results and practice implications.

International Neonatal Nursing Submissions: please limit to 1 page outline of the presentation.

DEADLINE: ALL SUBMISSIONS
March 7, 2003

ALL SELECTIONS ANNOUNCED
March 28, 2003

Peer Review Process

All submissions will be blinded and peer reviewed. Submissions that do not follow the guidelines will not be reviewed. All submissions not selected for general session or podium presentation will be considered for poster presentation. A limited number of poster presentations will be featured in the guided poster walk. All selected submissions will be published in the conference syllabus.

Financial Support

If submissions are chosen for podium presentation (either Case of the Year, Nursing Research Podium Presentation, or International Neonatal Nursing presentation) the main conference registration fee will be waived for 1 attendee. All other expenses, including producing the presentation, and expenses for those registering and attending the preconference, and or attending the main conference, are the responsibility of the participant. Poster presenters may register at the early conference fee.

Direct Questions and/or Submissions to:

Victoria A. Flanagan RN, BSN
The Children’s Hospital at Dartmouth
Department of Pediatrics
Dartmouth Hitchcock Medical Center
Lebanon NH, 03756

Tel: (603) 650-6137 Fax: (603) 650-6625 EMAIL: Victoria.A.Flanagan@hitchcock.org
Imagine a place that’s as much of a landmark as the landscape around it, where museums and memorials are all within reach and milestones are achieved every day. Loews L’Enfant Plaza Hotel is in the heart of one of the world’s most majestic cities, yet completely centered around you.

- A 10 minute cab ride from Reagan National Airport; 35 minutes from Dulles International.
- A fitness center with year-round pool.
- A Shopping Promenade featuring 50 specialty shops and eateries adjacent to Hotel Lobby (open M-F).
- A number of places to drink and dine including: The American Grill full service restaurant, Old Dominion Brew Pub (offers premier regional micro brews & a specialty menu in a relaxed, casual setting), The Lobby Lounge which offers a martini menu & premium beverages in a sophisticated setting and a Starbucks Espresso Bar located just off the Lobby.
- Valet parking at the hotel for $22.00 overnight charge with in and out privileges.
- Direct access from Hotel Lobby to Washington’s Metro Subway system ... the easiest way to get to the National Zoo, the Arlington Cemetery, the Capitol Building, the Kennedy Center and the Reagan National Airport.
- Walking distance to Smithsonian Castle, Air & Space Museum, Washington Monument, Holocaust Museum and the National Mall.

To reserve your guest room at the special conference rate, please call 202-484-1000 ext. 5000 or 1-800-635-5065. Reservation hours are Monday-Friday 7:30 am to 10:00 pm and Saturday and Sunday 9:00 am to 7:00 pm (Eastern Standard Time). Make reference to Ross Neonatal Advanced Nurse Practitioners. You may also complete the bottom of this page and fax it to 202-646-4456 (reservations) or place in an envelope and mail to: Reservations Department, Loews L’Enfant Plaza, 480 L’Enfant Plaza, Washington, DC 20024. FAX THIS FORM DIRECTLY TO THE HOTEL. DO NOT SEND THIS FORM WITH YOUR CONFERENCE REGISTRATION.

**Reservations should be made no later than Monday, April 28, 2003. Reservations made after April 28, 2003 are subject to a much higher room rate.**

**NAME________________________________________________________________________________________________________________**

**ADDRESS _______________________________________________________________________________________________________________**

City __________________________ State/Province_____________________Country________________________Zip ___________________

**Hospital/Affiliation __________________________________________________________**

Hospital/Affiliation City and State _______________________________________________________________________________________________

**Business Phone ______________________________________________ Home Phone_____________________________________________________**

**Arrival Date (Check-in time is 3PM):_______________________ Special Requests:  Non-smoking Room**

(Please Circle)  Handicap Accessible Room

**Departure Date: (Check-out time is 12PM): _________________**

**Room Rates:* Single (one person)   $ 169.00  * Room rates do not include 14.5% sales tax**

(Please Circle)  Double (two persons)  $ 169.00

Club 480 Room  $ 199.00

A credit card guarantee or one night’s room and tax deposit must accompany this reservation request. Upon check-out you will be charged for all nights confirmed above. Failure to cancel 24 hours prior to date of arrival will result in a cancellation fee equal to one night’s room and tax.

Your reservation will not be confirmed until we receive your deposit.

**Method of Payment:     [ ] American Express [ ] MasterCard [ ] Visa [ ] Discover [ ] Diner’s Club**

**Credit Card Number _______________________________________________________ Expiration Date_______________________________________**

**Signature________________________________________________________________________________________________________________**
FACULTY

Roberta A. Ballard, MD
Professor and Chief
Division of Neonatology
Children’s Hospital of Philadelphia
Philadelphia, PA

Marilyn Benis, RNC, MS, NNP
Neonatal Nurse Practitioner Coordinator
Fletcher Allen Health Care
Burlington, VT

Carol Botwinski, RNC, MS, ARNP
Neonatal Nurse Practitioner
All Children’s Hospital
St. Petersburg, FL

Dorothy Brooten, RN, PhD, FAAN
Professor, School of Nursing
Florida International University
Miami, FL

Madge E. Buus-Frank, RNC, MS, ARNP
Principal Consultant
Dynamic Neonatal Solutions
Neonatal Nurse Practitioner
The Children’s Hospital at Dartmouth & Southern NH Medical Center
Nashua, NH

Regina Cusson, RN, PhD
Professor, School of Nursing
University of Connecticut
Storrs, CT

Victoria A. Flanagan, RN BSN
Perinatal Outreach Nurse
Dartmouth-Hitchcock Regional Program for Women’s and Children’s Health
Lebanon, NH

Nancy Hunt
Safe House Director, TACTS: Arlington County Temporary Shelters
Arlington, VA

Terry Johnson, ARNP, RNC, MN
Founder, Lodestar Enterprises, Inc.
NPN Lecturer and Consultant
Pinellas Park, FL

George A. Little, MD
Professor of Pediatrics & OB/Gyn
Dartmouth College
Hanover, NH

Dorothy M. Mullaney, ARNP, MHSc
Neonatal Nurse Practitioner
Dartmouth-Hitchcock Medical Center
Lebanon, NH

Shahirose S. Premji, RN, PhD
Assistant Professor and Neonatal Nurse Practitioner
University of Calgary
Calgary Health Region
Calgary, CANADA

Dianne S. Charsha, RNC, MSN, CRN
Manager, Neonatal Services
Baylor University Medical Center
Dallas, TX

Pearl Dahm, RNC, MSN, NNP
Neonatal Nurse Practitioner
Hospital of Good Samaritan
Los Angeles, CA

Marilyn Benis, RNC, MS, NNP
Vermont Children’s Hospital at Fletcher Allen Health Care

Karen Bibo
Vermont Children’s Hospital at Fletcher Allen Health Care

Madge Buus-Frank, RN, MS, ARNP
Southern New Hampshire Regional Medical Center

Planning Committee
Regina Cusson, RN, PhD
University of Connecticut, School of Nursing

Victoria A. Flanagan, RN, BSN
Dartmouth-Hitchcock Medical Center

Bonnie Gahn, RNC, MA, MSN
Ross Pediatrics

George A. Little, MD
Dartmouth-Hitchcock Medical Center

Charles E. Mercier, MD
Vermont Children’s Hospital at Fletcher Allen Health Care

Dorothy M. Mullaney, ARNP, MHSc
Dartmouth-Hitchcock Medical Center

Advisory Committee
Dianne S. Charsha, RNC, MSN, CRN
Manager, Neonatal Services
Baylor University Medical Center
Dallas, TX

Pearl Dahm, RNC, MSN, NNP
Neonatal Nurse Practitioner
Hospital of Good Samaritan
Los Angeles, CA

J oan Hammond, RNC, NNP, MS
NPN, Critical Care Nursery
Georgetown University Hospital
Washington, DC

J eanne Rorke, RNC, NNP MSN
Clinical Educator, Critical Care Nursery
Georgetown University Hospital
Washington, DC

Carol Trotter, PhD, RNC, NNP
Neonatal Nurse Practitioner
St. J ohn’s Mercy Medical Center
Adjunct Clinical Associate Professor & Coordinator, NPN Option
University of Missouri
St. Louis, MO

Lynn Vargo, RNC, MSN, NNP
Neonatal Nurse Practitioner
Unity Health System
St. Louis, MO
We invite every NICU, both in the U.S. and abroad, to represent their practice at the 6th Annual Neonatal Advanced Practice Nursing Forum 2003. The unique interactive format of this program, coupled with an outstanding faculty and state of the science presentations, make this the premier conference for neonatal advanced practice nurses (APNs). Register early, as space is limited.

**CONFERENCE OBJECTIVES**

- Critically examine emerging neonatal therapies and develop evidence-based care practices.
- Enhance diagnostic and critical thinking skills in challenging interactive case based learning sessions.
- Develop discriminating prescriptive practices applying state of the science research and prescribing principles.
- Examine current trends impacting advanced practice nursing and strategize with other APNs to promote excellence and innovation.

## Special Events

### Thursday, May 29, 2003

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preconference Pharmacology Workshop: Yes - Oxygen IS a Drug!</td>
<td>1:00-6:00 pm</td>
</tr>
<tr>
<td>APN Faculty Forum</td>
<td>1:00-6:00 pm</td>
</tr>
<tr>
<td>Washington After Dark</td>
<td>7:00-11:15 pm</td>
</tr>
</tbody>
</table>

Participants will critically examine the use and misuse of oxygen therapy, the physiology of oxygen radical mediated tissue injury, and its relationship to neonatal morbidities.

**APN Faculty Forum**

Sponsored by a grant from ENSEARCH Management Consultants

The Neonatal Advanced Practice Nursing Faculty Forum is a half day interactive program focused on fostering dialogue and promoting dissemination of innovation among neonatal nurse practitioner educators. Educators will have the opportunity to hear from leaders in the field of NNP education, participate in sessions on education, research and practice issues, as well as network with colleagues from across the country.

### Friday, May 30, 2003

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run/Walk/Crawl With Dorothy</td>
<td>6:30-7:30 am</td>
</tr>
<tr>
<td>Case of the Year Presentation</td>
<td>11:00-12:30 pm</td>
</tr>
<tr>
<td>Round Table Lunch</td>
<td>12:30-1:45 pm</td>
</tr>
<tr>
<td>Guided Poster Walk</td>
<td>5:45-6:45 pm</td>
</tr>
<tr>
<td>Evening Fun with DJ Doug</td>
<td>7:00-9:00 pm</td>
</tr>
</tbody>
</table>

Join planning committee member Dorothy Mullaney and other hardy souls in this early morning outing.

Join your colleagues in solving this peer reviewed mystery case. The case discussion is animated, interactive, and guaranteed to challenge your diagnostic and critical thinking skills.

Discuss current trends, controversial professional issues and practice challenges while having lunch with your colleagues and receive an additional 1.5 contact hours. Registration and an additional fee are required.

This popular guided poster walk provides an excellent opportunity to interact with poster presenters and other conference participants to explore unanswered questions and unquestioned answers, while receiving 1.2 additional contact hours.

Sponsored by a grant from Ross Products. Kick back, relax and network with colleagues in a memorable evening of music, food and fun.

### Saturday, May 31, 2003

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point - Counterpoint Debate</td>
<td>10:45-12:15 pm</td>
</tr>
</tbody>
</table>
**REGISTRATION FORM**
Neonatal Advanced Practice Nursing Forum 2003 — A Special Ross Conference
May 29, 30, & 31, 2003

**PLEASE REGISTER ME FOR:**
- [ ] Pharmacology Preconference (May 29)
- [ ] Faculty Forum (May 29)
- [ ] Main Conference (May 30 and/or 31)

**PLEASE PRINT OR TYPE** (Remember to make a copy for your records)

Name & Credentials for Name Tag

(PLEASE LIST EXACTLY AS YOU WISH THEM TO APPEAR ON YOUR NAME TAG)

<table>
<thead>
<tr>
<th>Title</th>
<th>Affiliation</th>
</tr>
</thead>
</table>

Mailing Address

City_______________________________State/Province______________Zip/Postal Code _____________Country_____________________

Daytime Phone (         )____________________Fax (         )___________________E-Mail ___________________

**CONCURRENT SESSIONS:** Please list the letter of the concurrent sessions you wish to attend. Indicate your 1st and 2nd choices. Assignments are made in the order received. You will be notified of your assignments at registration.

<table>
<thead>
<tr>
<th>Concurrent Session I: (A-E)</th>
<th>Concurrent Session II: (A-E)</th>
<th>Concurrent Session III: (A-E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st choice</td>
<td>1st choice</td>
<td>1st choice</td>
</tr>
<tr>
<td>2nd choice</td>
<td>2nd choice</td>
<td>2nd choice</td>
</tr>
</tbody>
</table>

**Preconference Fees:**
- [ ] Pharmacology Preconference (ONLY)..............................................................$135.00 $ ____________
- [ ] Fee for Pharmacology Preconference (if also attending both days of Main Conference) $105.00 $ ____________
- [ ] Fee for Faculty Forum ............................................................................... $45.00 $ ____________

**Main Conference Fees:**
- [ ] Early Fee (postmarked by 05/02/03)..................................................................$295.00 $ ____________
- [ ] Regular Fee (postmarked after 05/02/03).........................................................$365.00 $ ____________
  - [ ] Student Discount* (must be at least 1/2 time student) Subtract $ 50.00 — $ ____________
    - * Enclose copy of valid Student ID
  - [ ] Group Discount** for groups of 3 or more Subtract $ 25.00 — $ ____________
    - ** Must be from same institution - use separate form for each registrant and mail in same envelope

- [ ] Friday (ONLY)..................................................................................................$190.00 $ ____________
- [ ] Saturday (ONLY))..........................................................................................$175.00 $ ____________

**Round Table Luncheon Fee (optional)........................................................................$ 15.00 $ ____________

Luncheon choice:  Vegetarian ___________  Non-vegetarian ___________

**TOTAL REGISTRATION FEE**

$ ____________

**Payment:**

Make check or money order (in US funds) payable to: "Vermont Regional Perinatal Program" and mail to:
Karen Bibo, Vermont Regional Perinatal Program, FAHC-MCHV - Burgess 425, 111 Colchester Ave., Burlington, VT 05401.

- [ ] American Express  [ ] MasterCard  [ ] Visa  [ ] Discover

Credit Card Number ____________________________________ Expiration Date (required) ______________________________________

Signature ____________________________________________________________________________________

**Room Reservations:** The conference will be held at the Loews L’Enfant Plaza Hotel, Washington, DC. A limited block of rooms is being held for you and your guests at special group rates. Reservations for rooms at these rates should be made no later than Monday, April 28, 2003.

**Cancellation Policy:** Registration fees, minus $50.00 administrative fee and $25.00 group discount fee if applicable, will be refunded if written cancellation notification is postmarked by May 16, 2003. 50% refunds will be issued if written cancellation notification is postmarked between May 16 and May 23, 2003. After May 23, 2003, no refunds will be issued. In the event that the conference must be cancelled, a full refund will be issued.