

registration & cancellation policy

ALL REGISTRATIONS ARE PROCESSED BY THE BANK FIRST. Please mail registrations early to avoid delays. **All items must be received at the bank by October 13, 2005, to ensure your name is on the participation list.** Confirmations will be sent for all registrations received by October 19, 2005.

note: All mailed or faxed registrations to AIPLA are not processed at headquarters but are forwarded immediately to the bank for processing. ***You will speed up the registration process by mailing your information to the bank first.***

important: Faxes will be accepted for credit card payment only. Faxed registrations must contain credit card information, signature of the cardholder, and expiration date.

CAUTION: DO NOT SEND FAXED REGISTRATION TO AIPLA AND MAIL A COPY TO THE BANK. IT WILL BE PROCESSED TWICE AND YOU WILL BE BILLED TWICE. If you duplicate your registration with AIPLA it is your responsibility to notify AIPLA in writing after the meeting and request a refund. No refunds will be given at the meeting site. *AIPLA Fax Number: 703-415-1072 (for registrations only).* Faxed registrations cannot be accepted after October 19, 2005.

Please mail registrations to the following address:

regular mail:

Wachovia
Lockbox 759062
AIPLA
P.O. Box 759062
Baltimore MD 21275-9062

overnight mail:

Wachovia
Lockbox 759062
AIPLA
7175 Columbia Gateway Dr.
Columbia, MD 21046

regular registration fees will apply to all registrations received by the bank on/after October 14, 2005. Be sure to register by October 16, 2005 to take the \$100 early bird discount. Walk-in registrants will pay the regular registration fee.

foreign registrants: If you fax your registration with a credit card number, do not send a "confirmation copy" by mail and/or fax as the bank will process it twice and you will be billed twice (see important caution note above). If you are paying by check please mail your registration with check to the bank. Payment for Meeting Registration must be in US currency. You may fax (703-415-1072) a copy of your check and registration to AIPLA (attn: Accounting Department) to account for possible foreign mail delay.

notice

Due to the high costs associated with processing checks returned for insufficient funds submitted as payment for meeting registration, publications, and dues, there will be a \$35 minimum fee charged for each instance. Additionally, a large amount of staff time and expense is spent on processing incorrect or incomplete credit card information including omitted signature, omitted expiration date, wrong number sequences, etc. Accordingly, a \$35 minimum fee will be assessed for each submission of incorrect or incomplete credit card information as well.

cancellation policy

Cancellations must be made in writing by **October 16, 2005** to receive a full refund of registration fee and function tickets. **No refunds of any fee or credit** will be issued for cancellations starting on **October 17, 2005**. Please mail or fax (703-415-0786) cancellation in writing to AIPLA, 2001 Jefferson Highway, Suite 203, Arlington, VA 22202. Refunds will be processed after the meeting.