

# registration information

1. **Important:** The cutoff date for making reservations at the hotel is **September 19, 2006!** The actual dates of the meeting are Thursday, October 19 – Saturday, October 21; our special rates are in effect three days prior to and three days after the meeting. It is important to make your hotel reservations early at the Marriott Wardman Park Hotel. Call in your reservation 1-800-228-9290 or 202-328-2000 today and include your credit card information to guarantee your room.
2. Registrations received by **October 5, 2006** will receive a \$100 early bird discount. Members—\$505, Non-Members—\$790. **After October 5 as follows:** Members—\$605, Non-Members—\$890. **All registrations must be accompanied by payment. See registration and cancellation policies on the next page.**
3. In order to be on the participation list, your registration form and fees must be **received by October 5, 2006**. All pre-registrants receive on-site: pre-printed name badge, tickets, and a program. The benefit to registering early—NO WAITING! All registrants who register by October 11, 2006 will receive advanced access to the meeting papers containing speaker papers. Confirmation will be sent to all who register by October 11, 2006.  
  
**PLEASE NOTE:** Due to the size of the Annual Meeting, the Headquarters staff must begin physically assembling and shipping the registration packets to the hotel for set-up on Thursday, October 12, 2006. Accordingly, if we do not receive your registration form and fees by October 11, 2006, *YOU RUN THE RISK OF HAVING TO REGISTER AGAIN ON-SITE, INCLUDING PAYMENT OF ALL FEES.* AIPLA will refund any duplicate payments after the meeting.
4. On-site registrants purchase tickets on an “as available” basis. **Tickets will be collected at all food functions and the spouse/guest tours.** Event tickets are nonrefundable after October 10.
5. Spouses or guests accompanying a registrant to social functions are not required to pay a registration fee. Spouses/guests **do pay for food functions and the tours.**
6. On-site registrants should be prepared to pay with a check, cash, or credit card. **We DO NOT invoice for any fees.**
7. Members must register for the meeting if they wish to register for or attend social events. Badges are required at all meetings and social events.
8. If you have any questions, please call AIPLA Headquarters at 703-415-0780.

# 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 5, 2006, to ensure your name is on the participation list.** Confirmations will be sent for all registrations received by October 11, 2006.

**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: 703-412-1304 (for registrations only).* Faxed registrations cannot be accepted after October 11, 2006.

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 6, 2006. Be sure to register by October 5, 2006 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 (703-412-1304) 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 10, 2006** 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 11, 2006**. Please mail or fax (703-415-0786) cancellation in writing to AIPLA, 241 18th Street, South, Suite 700, Arlington, VA 22202. Refunds will be processed after the meeting.



# 2006 AIPLA ANNUAL MEETING REGISTRATION FORM

Thursday-Saturday

October 19-21

Marriott Wardman Park Hotel

Washington, DC

**MAIL:**  
Wachovia  
Lockbox 759062  
AIPLA  
P.O. Box 759062  
Baltimore, MD 21275

**OVERNIGHT MAIL:**  
Wachovia  
Lockbox 759062  
AIPLA  
7175 Columbia Gateway Dr.  
Columbia, MD 21046

**FAX: 703-412-1304**  
(Faxed registrations MUST be accompanied by credit card information).

**REGISTER ONLINE:**  
Go to [www.aipla.org](http://www.aipla.org)  
Credit Card Payment Only



**CANCELLATION DEADLINE:**  
No refund of *any fee or credit* will be given for cancellations after **October 10, 2006.**

\*To get the member rate, please submit a membership application and payment with this registration. To obtain a membership application, please visit our website at [www.aipla.org](http://www.aipla.org).

Member ID \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Firm/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

(Spouse/Guest) Name \_\_\_\_\_

## REGISTRATION FEES

<input type="checkbox"/> <b>AIPLA Member</b> .....	\$605	\$ _____
register by 10/05/06 and take \$100 off the fee (pay only \$505).		
<input type="checkbox"/> <b>Non-Member*</b> .....	\$890	\$ _____
register by 10/05/06 take \$100 off the fee (pay only \$790).		
<input type="checkbox"/> <b>Membership Drive Discount</b> (see member flyer to calculate)		\$( _____ )
<input type="checkbox"/> <b>AIPLA Student Member Rate</b> .....	\$55	\$ _____
<input type="checkbox"/> <b>Government Employee/AIPLA Academic Member Rate</b> .....	\$70	\$ _____

## EVENT FEES

### THURSDAY

Spouse/Guest— <i>National Portrait Gallery with Afternoon Tea</i> .....	\$110 x	# _____	\$ _____
Luncheon-Speaker— <b>TBD</b> .....	\$49 x	# _____	\$ _____
Opening Night Reception .....	\$45 x	# _____	\$ _____

### FRIDAY

Spouse/Guest— <i>International Spy Museum</i> .....	\$60 x	# _____	\$ _____
Luncheon— <b>The Honorable Arthur J. Gajarsa</b> .....	\$54 x	# _____	\$ _____
Dinner & Entertainment – <b>The Four Tops</b> .....	\$159 x	# _____	\$ _____

### SATURDAY

Networking Luncheon .....	\$55 x	# _____	\$ _____
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**FOOD RESTRICTIONS/REQUESTS:** \_\_\_\_\_

**TOTAL AMOUNT** \$ \_\_\_\_\_

FOR INFORMATION PURPOSES ONLY, SO THAT WE MAY BETTER ALLOCATE ROOM LOCATIONS, PLEASE INDICATE WHICH TRACK YOU MAY ATTEND.

### Thursday, October 19, 2006

<input type="checkbox"/> AM Track 1	<input type="checkbox"/> PM Track 1
<input type="checkbox"/> AM Track 2	<input type="checkbox"/> PM Track 2
<input type="checkbox"/> AM Track 3	<input type="checkbox"/> PM Track 3

### Friday, October 20, 2006

<input type="checkbox"/> AM Track 1	<input type="checkbox"/> PM Track 1
<input type="checkbox"/> AM Track 2	<input type="checkbox"/> PM Track 2
<input type="checkbox"/> AM Track 3	<input type="checkbox"/> PM Track 3

### Saturday, October 21, 2006

Plenary Session

PLEASE NOTE THAT THIS TRACK SELECTION IS FOR INFORMATION ONLY. YOU ARE FREE TO ATTEND SESSIONS OTHER THAN THOSE INDICATED ABOVE.

## METHOD OF PAYMENT

Check Enclosed (Make checks payable to: **AIPLA**)

Credit Card (Please circle one—AMEX, MC, or VISA)

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_