

registration & cancellation policy

Important registration and cancellation information

1. **HOTEL CUTOFF:** The cutoff date for making reservations at the hotel is September 20, 2007! It is important to make your hotel reservations early. See page 40 for important rate and contact information.

2. **EARLY BIRD REGISTRATION DISCOUNT:** Registrations received by October 4, 2007 will receive a \$100 early bird discount. All registrations must be accompanied by payment.

3. **PARTICIPATION LIST:** To be included on the participation list, registration must be received by October 4, 2007. Confirmation will be sent to all who register by October 10, 2007. If we do not receive your registration form and fees by October 10, 2007, **YOU RUN THE RISK OF HAVING TO REGISTER AGAIN ON-SITE.**

4. **REGISTERING ON-SITE:** On-site registrations will be accepted, however, please be prepared to pay with a check, cash, or credit card. We **DO NOT** invoice for any fees.

5. **PURCHASING EVENT TICKETS ON-SITE:** Events sometimes sell out in advance of the meeting. Event tickets on-site are sold on an “as available” basis. Tickets will be collected at all food functions and the spouse/guest tours.

6. 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.

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. **SUBMITTING YOUR REGISTRATION:**

- **ONLINE:** you should receive an email confirmation shortly after you complete the process. Please keep this confirmation for your records.

- **FAX:** Faxed registrations must contain credit card information, signature of the cardholder, and expiration date. AIPLA Fax Number: 703-412-1304 (for registrations only). **DO NOT FAX REGISTRATION AND THEN MAIL A COPY. IT MAY BE PROCESSED TWICE AND YOU MAY BE BILLED TWICE.**

- **MAIL:** mail registrations to the following address: AIPLA, 241 18th Street, South, Suite 700, Arlington, VA 22202

- **INTERNATIONAL REGISTRATIONS:** If you submit a registration via fax with credit card payment, do not send a “confirmation copy” via mail as it may be processed twice, and you may be billed twice. If you are paying by check, please mail your registration. You may fax (703-412-1304) a copy of your check and registration to account for possible foreign mail delay. Payment for Meeting Registration must be in US currency.

9. **RETURNED CHECK AND CREDIT CARD FEES:** Registrations received that result in a returned check or contains incomplete credit card information including omitted signature, omitted expiration date, wrong number sequences, etc. will be charged a \$39 fee charged for each instance.

10. **CANCELLATION:** Cancellations must be made in writing by October 9, 2007 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 10, 2007. Please mail or fax (703-415-0786) cancellation in writing to AIPLA, 241 18th Street, South, Suite 700, Arlington, VA 22202. Any refunds will be processed after the meeting.

CAUTION: 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.