

## important registration and cancellation information:

1. **HOTEL CUTOFF:** The cutoff date for making reservations at the hotel is September 24, 2009! It is important to make your hotel reservations early. See previous page for important rate and contact information.
2. **EARLY BIRD REGISTRATION DISCOUNT:** Registrations received by October 1, 2009 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 1, 2009. Confirmation will be sent to all who register by October 7, 2009. If we do not receive your registration form and fees by October 7, 2009, 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 event tickets and the tours.
7. Attendees 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 \$35 fee charged for each instance.
10. **CANCELLATION:** Cancellations must be made in writing by October 6, 2009 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 7, 2009. 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.

mark your  
calendar!!

**AIPLA 2010**  
mid winter  
institute

january 27 – 30, 2010  
la quinta resort & club  
la quinta, ca

**AIPLA 2010**  
spring meeting

may 6 – 8, 2010  
new york marriott marquis  
new york, ny

**AIPLA 2010**  
annual meeting

october 21-24, 2010  
marriott wardman park hotel  
washington, dc