

registration & cancellation policy . . .

Important registration and cancellation information

1. **HOTEL CUTOFF:** The cutoff date for making reservations at the hotel is **January 2, 2007!** It is important to make your hotel reservations early. **See page 35 for important rate and contact information.**

2. **EARLY BIRD REGISTRATION DISCOUNT:** Registrations received by **January 5, 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 January 15, 2007.** Confirmation will be sent to all who register by January 15, 2007. If we do not receive your registration form and fees by January 15, 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.

8. **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.

9. **CANCELLATION:** Cancellations must be made in writing by **January 15, 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 **January 16, 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.