

important registration and cancellation information:

- 1. HOTEL CUTOFF:** The cutoff date for making reservations at the hotel is **December 28, 2007!** 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 **January 7, 2008** 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 14, 2008.** Confirmation will be sent to all who register by **January 14, 2008.** If we do not receive your registration form and fees by **January 14, 2008,** 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.** 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 **January 14, 2008** 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 15, 2008.** 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 for
**2008 AIPLA
meetings!**

**AIPLA 2008
spring meeting**

may 14–16, 2008
inter-continental houston hotel
houston, tx

**AIPLA 2008
annual meeting**

october 23–25, 2008
marriott wardman park hotel
washington, dc