

AIPLA 27th Mid-Winter Institute

January 28 – 31, 2004

Registration Information

1. **Important:** The cutoff date for making reservations at the hotel is **January 5, 2004!** The actual dates of the meeting are Wednesday, January 28 – Saturday, January 31; our special rates are in effect three days prior and three days after the meeting. It is important to make your hotel reservations early at the La Quinta Resort & Club. Call in your reservation 1-800-598-3828 or 760-564-4111 today and include your credit card information to guarantee your room.
2. Meeting Registration fees are on a sliding scale. Registrations received by **January 9:** Members—\$670, Non-Members—\$925. **Late registration:** Members—\$770, Non-Members—\$1025. **All registrations must be accompanied by payment. See registration and cancellation policies on the next page.**
3. **Pre-registration ends January 9, 2004.** In order to be on the participation list, your registration form and fees must be **received** by **January 9**. 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 January 16, 2004 will receive advance access to the meeting papers containing speaker papers. Confirmation will be sent to all who register by January 19, 2004.
PLEASE NOTE: Due to the size of the Mid-Winter Institute, the Headquarters staff must begin physically assembling and shipping the registration packets to the hotel for set-up on Tuesday, January 20, 2004. Accordingly, if we do not receive your registration form and fees by January 19, 2004, *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 January 16.
5. Please note that the Spouse/Guest Tours overlap the luncheons on Thursday, Friday and Saturday.
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. On-site registrants should be prepared to pay with a check, cash, or credit card. **We DO NOT invoice for any fees.**
8. Members must register for the meeting if they wish to register for social events. Badges are required at all meetings and social events.
9. 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 January 9, 2004, to ensure your name is on the participation list.** Confirmations will be sent for all registrations received by January 19, 2004.

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: 703-415-1072 (for registrations only).* Faxed registrations cannot be accepted after January 16, 2004.

Please mail registrations to the following address:

Regular Mail:

Wachovia
Lockbox 4166
AIPLA
P.O. Box 85080
Richmond, VA 23285-4166

Overnight Mail:

Wachovia
Lockbox 4166
AIPLA
4340 Innslake Drive
Glen Allen, VA 23060

Late Registration fees will apply to all registrations received by the bank on/after January 10, 2004. Walk-in registrants will pay the late 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 (703-415-1072) a copy of your check and registration to AIPLA (attn: Accounting Department) to account for possible foreign mail delay.

NOTICE

Due to the relatively high costs associated with processing checks returned for insufficient funds submitted as payment for meeting registration, publications, and dues, there will be a \$29 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 \$29 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 **January 16, 2004** 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 17, 2004**. Please mail or fax (703-415-0786) cancellation in writing to AIPLA, 2001 Jefferson Highway, Suite 203, Arlington, VA 22202. Refunds will be processed after the meeting.