

Registration and Cancellation Information

1. Registration:

Register by January 21, 2022 to be included on the participation list. On-site registrations will be accepted; however, please be prepared to pay by check, cash or credit card. We DO NOT invoice for any fees. 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.

2. Submitting Your Registration:

ONLINE: You should receive an email confirmation shortly after you complete the process. Please keep this confirmation for your records. www.aipla.org

FAX: Faxed registrations must contain credit card information, signature of the cardholder, and expiration date. AIPLA fax number: 703-415-0786 (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:

AIPLA

1400 Crystal Drive, Suite 600
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 703-415-0786 a copy of your check and registration to account for possible foreign mail delay. **Payment for meeting registration must be in US currency.**

3. Spouses or Accompanying Guests Must Register.

Guests over 18 pay a guest fee of \$150. There are many opportunities for your spouse or guest to join you throughout the meeting, as well as network with and get to know the other spouses and guests attending the meeting. The Guest fees include a guest badge and access to all unticketed events, including: the continental breakfasts, luncheon receptions, morning and afternoon breaks, special spouse/guest welcome reception and access to a special hospitality suite open during the posted meeting registration hours and stocked with beverages and snacks. *This fee is intended for spouses and guests attending the Mid-Winter Institute who are not eligible for AIPLA membership*

or who would not otherwise attend the meeting for CLE purposes. This guest fee is not available in lieu of paying the registration fee for vendors requesting more than the allotted number of exhibitor badges.

4. Purchasing Event Tickets On-Site:

Events may sell out. Tickets on-site are sold on an "as available" basis. Tickets will be collected at all food functions and the spouse/guest tours.

If you do not arrive at the event within the first 30 minutes of the start time of the event, you are not guaranteed a seat.

5. Returned Check and Credit Card Fees:

Registrations received that result in a returned check or contain incomplete credit card information, including omitted signature, omitted expiration date, wrong number sequences, etc., will be charged a \$35 fee for each instance.

6. Cancellation:

Cancel by January 8, 2022 and receive a refund less a \$50 processing fee. Cancel between January 9-24, 2022 and receive a refund less a \$250 processing fee. No refunds issued after close of business January 24, 2022. Cancellations must be made in writing. Please mail or fax — 703-415-0786 — your cancellation in writing to AIPLA, 1400 Crystal Drive, Suite 600, 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.

7. Registration Transfer:

Registrants may transfer their registration based on the following:

- Members may transfer their registration to other members.
- Non-members may transfer their registration to other non-members.
- A transfer from a member to a non-member will incur an additional fee equal to the difference in registration rates.

8. Photographs and Video:

There will be photographs and video taken throughout AIPLA's 2022 Mid-Winter Institute that will be used in AIPLA print and electronic publications, including AIPLA's website.