



TERMS AND CONDITIONS

REGISTRATION FEES

Registration includes all sessions, two continental breakfasts, two lunches, two receptions, and the participant roster.

US\$1,700: Early Bird Registration Fee (Payment must be received on or before September 27, 2011)

US\$1,900: Regular Registration Fee (Payment must be received on or between September 28, 2011 and January 16, 2012)

US\$2,100: Late/Onsite Registration Fee (Payment received on or after January 17, 2012)

ALIS NETWORKING CONNECTION OPT-OUT

The ALIS Networking Connection feature allows **ALIS** delegates to search and contact other registered colleagues before and during the **ALIS** conference. The feature will enable communications via e-mail, but your e-mail address will not be disclosed to other delegates. All e-mail addresses will remain confidential at all times in ALIS Networking Connection. Please visit www.ALISconference.com for additional information about ALIS Networking Connection. By registering for ALIS, you are automatically included in **ALIS** Networking Connection. If you do not wish to be accessible through the ALIS Networking Connection feature, please check the box during the registration process to opt-out of this service.

REGISTRATION INFORMATION


Registration includes: all sessions, two continental breakfasts, two lunches, two receptions, and the participant roster. Travel and lodging arrangements are the sole responsibility of the delegate and not included in the registration fee. Registrations are only taken online, via fax, and via mail. Registrations cannot be taken over the phone. An e-mail confirmation will be sent to you upon receipt of your registration information. Contact information you provide on this form will be shared with other conference attendees and sponsors to facilitate networking and building professional relationships and to inform you about the conference. The hosts may use your contact details to advise you of other events and related information. **Please contact us in writing if you do not want this information shared. *If you do not wish your cell phone to be included in the participant roster, please check the appropriate box during the registration process.** All participants must wear their name badge at all programs/functions held in conjunction with **ALIS**. **Spouses and Guests** are not permitted unless fully registered. **ALIS** management reserves the right to qualify all registrants and allow or prohibit anyone from attending this event. Topics, speakers, agenda, networking, and other conference events are subject to change without notice.

CANCELLATIONS AND REFUNDS

Cancellations are by written request from the registered delegate only and apply to the policy in effect on the date the notification is received in the **ALIS** Registration Department. Cancellation requests must be received on or before December 14, 2011, and are refundable less a US\$200 per person processing fee. Cancellations received after December 14, 2011, are non-refundable. Registrations are transferable to other persons interested in attending this event only (**ALIS** January 23-25, 2012). Registrations are transferable with written notice from the registered delegate only, up to January 16, 2012. After January 16, 2012, registrations are transferable with written notice for a fee of US\$200. Should any balance remain unpaid, the purchaser agrees to pay costs incurred for collection. If any part of or all the conference is changed or cancelled, the conference hosts are not responsible for covering airfare, hotel, or any other costs.

Please note:

- ALIS name badges are required for all ALIS events.
- Dress code for the conference is Business attire.

 If you have special needs, please let us know at the time you submit your registration information.