



Terms and Conditions

REGISTRATION FEES

Registration includes all sessions, networking reception, and participation roster.

US\$400 Early Bird Fee (Payment must be received on or before March 30, 2012)

US\$525 Regular Fee (Payment must be received on or between March 31, 2012 and June 29, 2012)

US\$650 Late/Onsite Fee (Payment received on or after June 30, 2012)

ALIS SUMMER UPDATE NETWORKING CONNECTION OPT-OUT

The ALIS Summer Update Networking Connection feature allows **ALIS Summer Update** delegates to search and contact other registered colleagues before and during the **ALIS Summer Update** conference. The networking 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 Summer Update Networking Connection. Please visit www.ALISconference.com for additional information about ALIS Summer Update Networking Connection. If you do not wish to be accessible through the ALIS Summer Update Networking Connection feature, please check the box during the registration process to opt-out of this service.

REGISTRATION INFORMATION

Registration includes: all sessions, networking reception, and participation roster. Travel and lodging arrangements are the sole responsibility of the delegate and are 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 Summer Update**. Photo identification will be required upon check in at the **ALIS Summer Update** registration counter. **Spouses and Guests** are not permitted unless fully registered. **ALIS Summer Update** 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 Summer Update** Registration Department. Cancellation requests must be received on or before June 4, 2012, and are refundable less a US\$150 per person processing fee. Cancellations received after June 4, 2012, are non-refundable. Registrations are transferable to other persons interested in attending this event only (**ALIS Summer Update**, July 9, 2012). Registrations are transferable with written notice from the registered delegate only, up to June 29, 2012. After June 29, 2012, registrations are transferable with written notice for a fee of US\$150. 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 Summer Update name badges are required for all ALIS Summer Update events.
- Dress code for the conference is Business casual attire.

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