

Registration Procedure

Register

To register for the 2008 Annual Conference, complete the Registration Form. A form of payment must be enclosed with your registration. Payment may be made by check payable to "ACR" (drawn on a U.S. bank), credit card (MasterCard, Visa, AmEx) or purchase order (government voucher, SF 187, DD Form 1556, and others). Purchase orders are subject to a \$15.00 processing fee. All documentation must be attached to the registration form. Photocopies of the registration form are acceptable.

Retain a copy of your completed registration form for your records. Email confirmation will be sent for registrations received by September 16, 2008. After September 16, please register at the on-site Conference Registration Desk.

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Spouse/Guest Fee

Spouses and guests are invited to attend the receptions on Wednesday and Friday night, along with the Keynote session on Thursday and Presidential Luncheon on Saturday. The fee for spouses and guests is **\$125/person** (meeting attendees do not have to pay additional charges).

Submit the form by mail, fax or email (scanned document) to:

ACR 2008 Annual Conference

Attn: Paulette Washington
5151 Wisconsin Avenue, NW, Suite #500
Washington, DC 20036
Fax: 202-464-9720

For registration questions contact:

Paulette Washington

ACR Conference Registrar

Phone: 202-464-9700 Ext. 210

Email: PWashington@acrnet.org

Substitutions

Attendee substitutions are permitted at any time upon written notice from the original registrant. The appropriate member/non-member rate will apply to the substitute attendee.

Cancellations and Refunds

Cancellations and requests for refunds must be made in writing. A full refund, minus a \$75.00 administrative charge, will be made for cancellations postmarked or faxed by **September 12, 2008**. The cancellation will be acknowledged upon receipt; however, the refund will not be issued until after the Annual Conference. Cancellations postmarked September 13 to September 24, 2008 must include documentation of a medical emergency. In this circumstance a letter of credit will be issued for 50% of the amount paid that can be applied towards ACR's 2009 Annual Conference fees. Refund requests postmarked after September 24, 2008 cannot be honored under any circumstances.

Special Needs and Disabilities

Attendees who have disabilities and need support services are asked to please indicate this information on the registration form so that advance arrangements may be made. Please contact the Hilton Austin directly to reserve a barrier-free guest room.

Join ACR now!

ACR members save up to \$155.00 on Conference registration in addition to the other membership benefits. If you are not an ACR member, you can qualify for the member registration rate by applying for membership at the time of registration.

2008 ACR ANNUAL CONFERENCE REGISTRATION FORM

Register online at www.acrnet.org

Note: If you plan to register after September 16, 2008, you must register on-site for a \$25 additional fee.

A. ATTENDEE INFORMATION

Please type or print information as you would like it to appear in the conference registration directory. Registration confirmation will be sent to your email address.

First Name: _____ Last Name: _____ Nickname for badge _____ ACR ID Number (if known) _____

Title: _____ Organization: _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Email _____ Telephone _____ Fax _____

___ Please check if you are a presenter and plan to attend only your presentation (no charge) Guest/Spouse: _____

B. REGISTRATION FEES

All fees are shown in and are to be paid in U.S. dollars.

Please circle appropriate amount Member Non-Member

Early Bird Registration \$395 \$550
(Deadline August 1, 2008)

Registration (Deadline August 22, 2008) \$525 \$650

Late Registration (Deadline September 16, 2008) \$595 \$725

Full-time Student \$195 N/A

Conference Presenter \$325 \$425

Exhibitor Registration \$295 \$295
(Limit two per exhibitor)

OPTIONAL EVENTS

Wednesday Full-Day Pre-Conference Institutes \$175 \$225
Circle Choice: A B C

Wednesday Half-Day Morning Pre-Conference Institutes \$95 \$125
Circle Choice: D E F

Wednesday Half-Day Afternoon Pre-Conference Institutes \$95 \$125
Circle Choice: G H I

International Day Wednesday full-day \$95 \$125

Advanced Commercial Mediation Institute \$395* \$495
(ACMI Wednesday-Thursday)
*includes members of ACMI Sponsors

ACMI Discounted Main Conference Rate \$295 \$395
For Friday & Saturday sessions when registering for ACMI

Daily Pass (Circle One Day Only)
Thursday Friday Saturday \$235 N/A

Buffalo Billiards Event \$35 \$45

Purchase Order Processing Fee \$15 \$15
Government Voucher, SF187, DD Form 1556 and others

Spouse/Guest Fee (Non-members only)
(Includes Receptions on Wednesday & Friday and Keynote Sessions on Thursday & Luncheon Saturday) \$125 \$125

Total Amount Due U.S. \$ _____

C. PAYMENT INFORMATION

Payment Method

___ Check (drawn on U.S. banks only)

___ Purchase Order (paperwork must be included in order to be processed for registration)

___ Credit Card (MasterCard, Visa, AMEX)

Card Holder Name: _____

Credit Card Number: _____

Expiration Date: _____ Security Code (3 or 4 digits) _____

Telephone Number of Card Holder: _____

Card Holder Signature: _____

D. PLEASE ANSWER THE FOLLOWING QUESTIONS:

Please check if you will attend:

___ I will attend the Wednesday Welcome Reception

___ I will attend the Friday Silent Auction and Sections Fiesta

___ I will attend the Saturday Presidential Luncheon

Please indicate which mini-plenary session you plan to attend on Thursday, September 25, by checking the number of the mini-plenary session.

___MP-1 ___MP-2 ___MP-3

___MP-4 ___MP-5 ___MP-6

Please list any special needs (access/food/other):

For questions regarding conference registration contact registrar, Paulette Washington at 202-464-9700, ext. 210 or email PWashington@acrnet.org

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ACR 2008 Annual Conference

Attn: Paulette Washington

5151 Wisconsin Ave, NW, Suite #500

Washington, DC 20016

Fax: 202-464-9720