



REGISTRATION TYPES

To determine which rate you should register at, please first select your category either Section Member (members of cooperating entities as listed in the brochure and on the meeting website may also register at the Section member rate), ABA Member but not Section Member, or Non-Member. Then select the rate listed under that category that best describes your practice setting. For further clarification on rate types, please review the descriptions following this table.

Section Member Rates & Members of Cooperating Entities			
	<u>Early Bird by September 8</u>	<u>Standard September 8-October 6</u>	<u>Onsite after October 6</u>
Full Section Member	\$995	\$1295	\$1425
Full-time Law Student (not inclusive)*	\$125	\$145	\$165
New Lawyer (<i>under 5 years of practice</i>)	\$550	\$635	\$715
Full-time Gov. / Academics / NGO/ Retired	\$325	\$375	\$425
Solo / Small Practice / Corporate Counsel	\$525	\$625	\$685
ABA Member Rates			
	<u>Early Bird by September 8</u>	<u>Standard September 8-October 6</u>	<u>Onsite after October 6</u>
Member	\$1295	\$1490	\$1685
Full-time Law Student (not inclusive)*	\$150	\$175	\$195
New Lawyer (<i>under 5 years of practice</i>)	\$695	\$800	\$925
Full-time Gov. / Academics / NGO/ Retired	\$425	\$485	\$550
Solo / Small Practice / Corporate Counsel	\$650	\$750	\$845
Non-Member Rates			
	<u>Early Bird by September 8</u>	<u>Standard September 8-October 6</u>	<u>Onsite after October 6</u>
Non-Member	\$1395	\$1600	\$1815
Full-time Law Student (not inclusive)*	\$175	\$200	\$230
New Lawyer (<i>under 5 years of practice</i>)	\$795	\$915	\$1035
Full-time Gov. / Academics / NGO/ Retired	\$525	\$595	\$675
Solo / Small Practice / Corporate Counsel	\$750	\$865	\$975
One Day Rate (non-inclusive)**	\$225	\$275	\$300

- **Week Long Registration Fees Include:** Breakfast each day, networking breaks, all CLE session, Wednesday Reception and Friday Reception
- **Law Student Rate:** Law student rate includes breakfast each day, networking breaks, and all CLE sessions. No evening reception tickets are included in the law student rate.

- **Day rates Include:** breakfast, networking breaks, and all sessions for one day – no luncheon or reception tickets are included in the day rate
- **Small Practice** are firms with less than 10 full time attorneys; attorneys from firms with less than 10 full time staff members qualify for these rates.
- **Corporate Counsels** are often referred to as in-house counsel. Attorneys whose primary practice setting is working within a corporate setting and not a law firm qualify for this rate.

Scholarship are available to reduce the fees associated with attending this event. Scholarships will reduce registration fees by at least 50%. Scholarships do not cover travel expenses, lodging, or social activities. To request a scholarship, please email intlawmeetings@americanbar.org

SPEAKERS

Speakers/moderators must register for the meeting at the same rates as other meeting attendees. There are two exceptions to this rule:

- If speakers are not planning to attend the full conference, they can register at the speaker day rate.
- Speakers/moderators who attend only the session at which they are speaking/moderating still need to register by completing the panel only registration form.

The Section does not reimburse travel expenses for Speakers, except in extraordinary circumstances. To demonstrate extraordinary circumstances, it must be shown that the person is essential to the panel and could not otherwise participate. The Chair and Programs Officer must give their prior approval on reimbursement. A separate form for reimbursement requests is available; please send an email to intlawmeetings@americanbar.org to request this form.

EVENT TICKETS

To purchase tickets to any Section sponsored ticketed events you must be registered for the meeting. Tickets for the Wednesday and Friday Reception are included with your registration fee (with the exception of the law student rate) and luncheons can be purchased on the registration form, online, or onsite the day before the events and luncheons. We regret that because we must guarantee our final numbers with the hotel and venues the day before, we cannot sell same-day tickets to either evening receptions or luncheons. There will, however, be a bulletin board at registration where meeting attendees can exchange and gift tickets.

Please visit the Section's [registration form](#) for a full listing of ticketed events and pricing information.

EARLY BIRD DISCOUNTS

Hard copy registrations must be postmarked no later than [September 8, 2017](#) to receive the early bird discount. Registrations must be received by the Section office by [October 6, 2017](#) for registrants to be included in the List of Attendees. To ensure the timely receipt of your order forms, the Section encourages all members to submit forms via email to intlawmeetings@americanbar.org.

GROUP DISCOUNT

Group discounts are available for multiple registrations from law firms and corporate legal departments submitted prior to [October 6, 2017](#). You will receive 50% off the highest registration fee for each additional registrant after the fourth full paying registrant. To receive the group discount, one order form for each attendee from a firm should be submitted via email to intlawmeetings@americanbar.org. **The group discount is not available through online ordering and can only be claimed using the [registration form](#).** Please contact Thomas Happell at Thomas.Happell@americanbar.org or 202.662.1671 for additional information and instructions about completing this process.

CONFIRMATIONS

Digital confirmations will be sent within one week of receipt of your registration form (provided complete information and appropriate payment was submitted). Please be advised that incomplete registration forms will delay the processing of your registration.

If you have **not** received an emailed confirmation within the time-frame estimated of one week, please email Thomas.Happell@americanbar.org. Please allow the estimated time given for confirmations prior to calling the Section to check on the status of your registration. Should you need a more formal receipt, please email Thomas.Happell@americanbar.org.

REFUND POLICY

- Cancellations must be made in writing and received by the Section office by **October 10, 2017** for a full refund of fees, less a \$100.00 administrative fee. All cancellation requests should be sent to Thomas.Happell@americanbar.org
- Cancellations must be made in writing and received by the Section office by **October 17, 2017** a full refund of fees, less a \$250.00 administrative fee. No refund of registration or fee for a ticketed event will be granted after that date except in the case of medical emergency or similarly extenuating circumstances approved by the Section in its sole discretion. At this point the Section has had to guarantee guest number and total fee to the caterer/event venue. Individuals are, however, afforded the opportunity to re-sell their purchased tickets/registration to other meeting attendees.
- When a completed registration form and payment have been submitted to the Section office either by mail, fax, e-mail or through our online registration system, the registration is considered to be a firm commitment and you will be expected to pay the registration and any ticketed event fees, unless a written cancellation is received as set forth above.
- Individuals may re-sell their purchased lunch & guest tickets to other meeting attendees unless the ticket is indicated to be “non-transferable”.
- Any refunds issued will be processed to the credit card on file for individuals who made the payment via credit card.

SPECIAL/DIETARY NEEDS

Confirmed registrants should notify Thomas.Happell@americanbar.org by **October 6, 2017** if special assistance for access and/or dietary needs is required.

VISA LETTER

Should you need an invitation letter from the Section to obtain a visa for entry into the United States, please email INTLAWMEETINGS@americanbar.org. To obtain a visa, you must first be **registered** and **paid** for the 2017 Spring Meeting. The Section will provide an electronic invitation letter in PDF format that conforms to our template. We do not provide additional visa services. Please note that visas sometimes take up to 5 weeks for processing, so register early to better guarantee entry for the conference.