

## 2018 ANNUAL CONFERENCE – NEW YORK, NY – AIJA PARTICIPANTS

Your registration rate is not available online – to receive your complimentary registration, please complete this form and return it to [intlawmeetings@americanbar.org](mailto:intlawmeetings@americanbar.org)

### I. Registrant Information

ABA ID # (if applicable): \_\_\_\_\_  
 Name (First Middle Last): \_\_\_\_\_  
 (TYPE or PRINT your name CLEARLY as you wish it to appear on badge.)  
 Firm/Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State/Province/Region: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### II. Program Registration Fees in USD

Registration fees for the AIJA event will be collected by AIJA directly. This form allows those interested to purchase tickets for receptions associated with the ABA Section of International Law's Annual Conference.

### III. Ticketed Event Fees

Wednesday Welcome Reception at the Rainbow Room \_\_\_\_\_ @ \$175 = \_\_\_\_\_  
 Thursday Networking Reception – Grand Hyatt \_\_\_\_\_ @ \$30 = \_\_\_\_\_  
 Friday Reception at Bryant Park Grill \_\_\_\_\_ @ \$150 = \_\_\_\_\_

### IV. Guest / Spouse Information

Guests may attend ticketed events ONLY but must purchase a ticket for entry (see section III, ticketed event fees). Guests are NOT be permitted into any CLE programming session unless they register as a conference attendee.

Name of Guest: \_\_\_\_\_  
 Firm/Organization: \_\_\_\_\_

### VI. Refund Policy

- Cancellations must be made in writing and received by the Section office by **March 30, 2018** for a full refund of fees, less a \$100.00 administrative fee. All cancellation requests should be sent to [Thomas.Happell@americanbar.org](mailto:Thomas.Happell@americanbar.org)
- Cancellations must be made in writing and received by the Section office by **April 6, 2018** 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.

### V. Make Your Payment

Return this form by mail to 1050 Connecticut Ave NW, Suite 400, Washington, DC 20036 (ATTN SIL Meetings), fax (+1.202.662.1669) or email to [intlawmeetings@americanbar.org](mailto:intlawmeetings@americanbar.org).

**PAYING BY CREDIT CARD:**

We can not accept credit card information directly. Please submit this form to the Section staff via email and an invoice with payment instructions will be returned.

**PAYING BY WIRE TRANSFER:**

Please include the following information when making payment via wire transfer:

Name of Section:	<b>Section of International Law</b>
Meeting:	<b>2018 Annual Conference</b>
Bank Name:	<b>JP Morgan Chase Bank</b>
Bank Address:	<b>2218 Fifth Avenue, New York, NY 10037</b>
Bank Routing #:	<b>021000021</b>
Account Name:	<b>American Bar Association</b>
Account Number:	<b>5003997</b>
<b>SWIFT Code:</b>	<b><u>CHASUS33</u></b>

**PAYING BY CHECK:**

Please make check payments payable to the **American Bar Association in USD.**

**ADA Assistance** I will require ADA assistance:  **Audio**  **Visual**  **Mobile**

**CLE** I will be requesting CLE for the following state(s):  **NY**  **IL**

**Dietary Restriction**

Do you require special dietary needs? If so, please describe: \_\_\_\_\_

## VII. Travel Information

The host hotel for the 2018 Annual Conference is the Grand Hyatt New York. The Section has obtained a reduced rate block of rooms at the hotel. Rooms in our hotel block will cost \$299.00 plus tax and fees. Rooms are likely to sell out on some nights of the conference so make your reservation early to ensure you have access to these reduced rates. Make your reservation online by visiting:

<https://aws.passkey.com/event/49229599/owner/1298/landing>

You are encouraged to make your airline reservations online via the American Bar Association (ABA) travel site where you automatically receive specially negotiated ABA airfare and car rental discounts from a variety of carriers. Simply visit [http://www.americanbar.org/membership/benefits\\_of\\_membership/travel\\_services.html](http://www.americanbar.org/membership/benefits_of_membership/travel_services.html) to make your travel arrangements. If you have not used this site before, it only takes a few moments to establish a username and password allowing you to immediately book your reservations.

## IX .MCLE/CLE Credit

### **MCLE/CLE CREDIT:**

You will be required to fill in your **State License Number** on the MCLE/CLE sign in sheet at the 2018 Annual Conference. Please come to the meeting with your license number(s) for those states you will be obtaining MCLE/CLE credit.

**MCLE/CLE credit has been requested.** For delegates where MCLE/CLE is mandatory, a Certificate of Attendance will be provided by email following the conference. Hard copies will also be available onsite.