ADVANCE REGISTRATION INFORMATION

THREE WAYS TO REGISTER

ONLINE at www.aallnet.org/conference. Purchase orders and checks are accepted as a form of online payment for advance registration.

FAX your completed registration form to 508.743.9600 by June 15. Include a valid credit card number with registrant’s name on all pages.

MAIL your completed registration form (one per person) with payment (must be postmarked by June 15).

Note: In order to qualify for the early lower rate, registrations must be postmarked, faxstamped, or submitted online no later than June 1.

REGISTRATION PACKAGE OPTIONS

Visit www.aallnet.org/conference to view the numerous benefits you receive by purchasing a Conference Registration or Per-Day Registration package. Conference Registration includes all days of the Annual Meeting and Per-Day Registration is for one individual day. (See page 3 for pricing.)

ADDITIONAL REGISTRATION ITEMS

The following additional registration items must be purchased no later than June 18. Enter item codes in Section III on the Registration Form.

WORKSHOPS/CONELL

W1: The Magic of MarcEdit
Saturday, July 14 • 9:00 a.m.–5:00 p.m. (8:30 a.m. check-in)
Member Item Code: W1M $65.00
Nonmember Item Code: W1NM $97.50

W2: Internal Assessment and Peer Benchmarking in Academic Law Libraries: The Advanced Session
Saturday, July 14 • 1:00 p.m.–5:00 p.m. (12:30 p.m. check-in)
Member Item Code: W2M $70.00
Nonmember Item Code: W2NM $105.00

CONELL (Conference of Newer Law Librarians)
Saturday, July 14 • 8:00 a.m.–3:00 p.m.
Item Code: CONELL $150.00

PLLIP-SIS SUMMIT

PLLIP-SIS Summit: Being the Change: The Power of Process
Saturday, July 14 • 8:00 a.m.–5:00 p.m.
Item Code: SIS-PIL1 $199.00

SIS EVENT TICKETS

ALL-SIS All Members Breakfast
Sunday, July 15 • 7:30–8:45 a.m.
Item Code: SIS-ALL1 $15.00

ALL-SIS Directors Breakfast (directors only)
Monday, July 16 • 7:30–8:30 a.m.
Item Code: SIS-ALL2 $60.00

ALL-SIS Middle Managers Breakfast
Monday, July 16 • 7:30–8:30 a.m.
Item Code: SIS-ALL3 $45.00

ALL-SIS Reception and Awards Presentation
Sunday, July 15 • 6:30–8:30 p.m.
Item Code: SIS-ALL4 No charge

CS-SIS Breakfast and Business Meeting
Tuesday, July 17 • 7:00–8:15 a.m.
Item Code: SIS-CS1 $15.00

GLL-SIS Business Meeting, Breakfast and Silent Auction
Sunday, July 15 • 7:30–8:45 a.m.
Item Code: SIS-GLL1 $25.00

LHRB-SIS Reception
Sunday, July 15 • 7:00–9:00 p.m.
Item Code: SIS-LHR2 $10.00

PLLIP-SIS Annual Business Meeting and Lunch
Sunday, July 15 • 12:45–2:00 p.m.
Item Code: SIS-PLL1 $10.00

SR-SIS SC on Sexual Orientation and Gender Identity Reception
Sunday, July 15 • 8:00–11:00 p.m. (open to all)
(cash payment also accepted at the event)
Item Code: SIS-SR2 $10.00

Additional Registration Items continue on next page.
**LIBRARY TOURS**

Library tours will be offered during the Annual Meeting to showcase a variety of Baltimore area libraries. Most tours are walkable or a short ride by free public bus transportation, taxi or a ride sharing service. The University of Baltimore Law Library and George Peabody Library tours include chartered bus transportation with a non-refundable registration fee. Photo IDs are required for all tours. **Advance registration is required for all tours by June 18 and is on a first-come, first-serve basis.** Due to limited availability, please sign up for only one tour. Tours are subject to cancellation if there is insufficient registration. For tour descriptions and departure schedules, visit www.aallnet.org/conference.

- **University of Baltimore Law Library**
  - Saturday, July 14
  - 12:30–1:30 p.m.
  - Item Code: LIB1
  - $15.00 Bus transportation fee

- **Thurgood Marshall Law Library**
  - Sunday, July 15
  - 12:00–1:30 p.m.
  - Item Code: LIB2
  - No charge

- **Baltimore Bar Library**
  - Monday, July 16
  - 2:30–3:30 p.m.
  - Item Code: LIB3
  - No charge

- **George Peabody Library**
  - Monday, July 16
  - 4:00–5:30 p.m.
  - Item Code: LIB4
  - $17.50 Bus transportation fee

- **Enoch Pratt Free Library**
  - Tuesday, July 17
  - 1:30–2:30 p.m.
  - Item Code: LIB5
  - No charge

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**ASSOCIATION EVENT TICKETS**

**Association Luncheon** tickets for Tuesday, July 17 at 1:00–2:30 p.m. may be purchased with a Conference registration or a Tuesday Per-Day Registration by July 1. (Only a limited number of tickets will be available for purchase onsite.) Purchase as follows:

- **Item Code: LUN**
  - $40.00

Additional Opening Reception and Association Luncheon tickets for guests may be purchased at the following prices:

- **Opening Reception (Adult)**
  - Item Code: OR
  - $30.00

- **Opening Reception (Children 3-12)**
  - Item Code: ORC
  - $10.00

- **Association Luncheon**
  - Item Code: LUNGU
  - $60.00

An Opening Reception ticket for Saturday, July 14 is included with Conference and Saturday Per-Day registrations.

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**CONFRIMATIONS**

Registrations are processed as received and a confirmation will be emailed. If you have questions regarding your registration status, contact Convention Data Services at 877.779.3216.

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**TERMS AND CONDITIONS**

**Payment:** Registrations received without payment will be held until payment is received.

**Refunds:** Cancellations and refund requests must be made in writing and emailed to aall@xpressreg.net or faxed to 1.508.743.9600 by June 29, 2018. Refunds will be processed less a $100 administration fee. No refunds will be given after June 29, 2018. Refunds will not be given for no-shows. Substitutions are always welcome as long as the original registrant has not already checked in onsite. (Keep a copy of the fax ‘receipt’ showing the date and time of your fax.) Refunds will be issued in the method of original payment after the Annual Meeting.

**No Wait-List:** All registrations will be processed in the order in which they are received with payment. Once a ticketed workshop or event is fully subscribed, registration will be closed for that workshop or event. Wait-lists will not be maintained. Do not plan on attending a workshop or event unless you receive a confirmation notice that will admit you to the session. If you choose to pay by credit card, your card will be charged only for those sessions for which you receive a confirmed registration. If you make payment by check, your check will be deposited and a refund of the registration fee for the closed event will be mailed after the Annual Meeting.

**Cancellations:** AALL reserves the right to cancel workshops, programs and events if there is insufficient registration or for any other reason. AALL is not responsible for cancellation charges assessed by airlines or travel agencies, or other losses incurred due to cancellation of workshops, programs, and events.

**PHOTOS**

By attending the Conference, you agree that AALL, its employees, contractors, and volunteers, may photograph, videotape, or audiotape you during the Conference and related activities. Your photo, video, audio, likeness, or image may be used by AALL for promotional or related purposes with no remuneration to you.

**MEETINGS AND EVENTS CODE OF CONDUCT**

Conference attendees are expected to follow the rules outlined in AALL’s Meetings and Events Code of Conduct (www.aallnet.org) at all conference venues and conference-related events.
SECTION I – REGISTRANT INFORMATION

Name (Last) (First) (Initial)

Library/Institution (up to 30 characters)

Address 1

Address 2

City State Zip

Country (if other than U.S.) Twitter Handle

Daytime Telephone Fax Email

Type of Library Employer:
(Please check one.)

[ ] Law School [ ] Corporate [ ] Government
[ ] Law Firm [ ] Court [ ] Independent [ ] Other

Are you interested in serving as an Annual Meeting host for a new attendee?

New to the Annual Meeting and Conference?

[ ] I am a first-time attendee.

[ ] Are you interested in being matched with a host for the 2018 Annual Meeting?

Special Meal Preference:

[ ] Vegetarian [ ] Vegan [ ] Kosher

[ ] I have food allergies:

List: ______________________________________

Special Needs:

[ ] I have a disability that may require auxiliary aids and services. (See page 2.)

If you are registering as a nonmember, how did you hear about the 2018 AALL Annual Meeting and Conference?

[ ] AALL chapter newsletter [ ] AALL Spectrum magazine
[ ] AALL website [ ] Co-worker/colleague
[ ] Facebook [ ] Twitter
[ ] Blog [ ] Other

Emergency Contact:

NAME __________________________________________

PHONE __________________________________________

SECTION II – CONFERENCE REGISTRATION

Conference Registration (CR)

<table>
<thead>
<tr>
<th>Postmarked by June 1</th>
<th>Postmarked after June 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>$695.00</td>
</tr>
<tr>
<td>Nonmember*</td>
<td>$995.00</td>
</tr>
<tr>
<td>Nonmember Vendor (not an exhibitor)</td>
<td>$1,249.00</td>
</tr>
<tr>
<td>Retired or Student Member</td>
<td>$125.00</td>
</tr>
<tr>
<td>Retired or Student Nonmember*</td>
<td>$175.00</td>
</tr>
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</table>

*Nonmember Conference Registration includes a complimentary AALL Membership for 2018-2019.

Per-Day Registration (DR)

Single-day registrations are available for Saturday, Sunday, Monday, or Tuesday. Select only one.

<table>
<thead>
<tr>
<th>Postmarked by June 1</th>
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</thead>
<tbody>
<tr>
<td>Member</td>
<td>$350.00</td>
</tr>
<tr>
<td>Nonmember</td>
<td>$525.00</td>
</tr>
<tr>
<td>Nonmember Vendor (not an exhibitor)</td>
<td>$610.00</td>
</tr>
</tbody>
</table>

SECTION II TOTAL $_______
Payment must accompany registration. Faxed registration must include a valid credit card with the information requested below. In the event that the total amount due is miscalculated on this form, AALL authorizes Convention Data Services to adjust this amount and charge the registrant for the corrected amount.

Please Choose One Method of Payment

☐ Check Enclosed  ☐ Please charge my: ☐ VISA  ☐ MC  ☐ AmEx  $ __________

Please make all checks payable to the American Association of Law Libraries (AALL).

Registrant’s Name _____________________________________________________________________________________________________

Cardholder’s Name _____________________________________________________________________________________________________

Card No. ______________/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____ Expiration Date _____________

Signature ____________________________________________________________________________________________________________

☐ Federal Government Agency  ☐ Purchase Order Enclosed*  $ __________

*If you choose this option, you may register by mail by including your completed registration with your purchase order documents. (You also have the option to register online with a purchase order or check at www.aallnet.org/conference.)

Guest name[s] required for additional tickets purchased for Opening Reception and Association Luncheon. Guests will not receive badges but will be issued tickets for events purchased.

Guest Name #1 _____________________________________________________________________________________________

Guest Name #2 _____________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Quantity</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>sample OR</td>
<td>1</td>
<td>$30.00</td>
</tr>
<tr>
<td>sample SIS-ALL1</td>
<td>1</td>
<td>no charge</td>
</tr>
</tbody>
</table>

SECTION III TOTAL $__________

TOTAL of Sections II & III (amount due) $__________

SECTION IV – PAYMENT INFORMATION

Payment must accompany registration. Faxed registration must include a valid credit card with the information requested below. In the event that the total amount due is miscalculated on this form, AALL authorizes Convention Data Services to adjust this amount and charge the registrant for the corrected amount.

Please Choose One Method of Payment

☐ Check Enclosed  ☐ Please charge my: ☐ VISA  ☐ MC  ☐ AmEx  $ __________

Please make all checks payable to the American Association of Law Libraries (AALL).

Registrant’s Name _____________________________________________________________________________________________________

Cardholder’s Name _____________________________________________________________________________________________________

Card No. ______________/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____ Expiration Date _____________

Signature ____________________________________________________________________________________________________________

☐ Federal Government Agency  ☐ Purchase Order Enclosed*  $ __________

*If you choose this option, you may register by mail by including your completed registration with your purchase order documents. (You also have the option to register online with a purchase order or check at www.aallnet.org/conference.)

Please complete one form per person and return with your remittance (include registrant’s name on all payments) to:

AMERICAN ASSOCIATION OF LAW LIBRARIES

c/o Convention Data Services
107 Waterhouse Road
Bourne, MA 02532

Fax: 508.743.9600
Registration questions: 877.779.3216 (toll free)
508.743.8524 (local)

Mail OR fax – DO NOT DO BOTH. You will receive an emailed confirmation of your registration as registrations are processed. Please familiarize yourself with the Registration Policies (Payment, Refunds, No Wait-List and Cancellations) on page 2.

By submitting this registration for processing, registrant agrees to the Terms and Conditions on the Advance Registration Information pages.