

One form per registrant. Please make copies as needed. Business partners, including legal industry consultants and suppliers who are not exhibiting, are not permitted to register as attendees or guests.

1. CONTACT INFORMATION

Name	Title	Firm/Company	Member ID	
Address	City	State/Province	Zip/Postal Code	Country
Phone	Fax	E-mail	Nickname for Badge	

PLEASE CHECK ALL APPROPRIATE BOXES:

My contact information has changed. Please update my membership records.

Newcomer! This is my first ALA Annual Conference & Exposition.

Please indicate dietary restrictions and/or disabilities.

TYPE OF EMPLOYER

Private Law Office

Corporate Legal Department

Government Legal Department/Judicial Agency/Court

Other _____

2. CONFERENCE REGISTRATION

ALA Regular and Associate members may register in advance for the Conference at the member rates and must be a Regular or Associate member of ALA when registering for and attending the Conference. Nonmember registration is restricted to individuals who are not currently members of ALA, but who do meet the eligibility requirements for ALA membership. For more information on membership eligibility requirements, visit www.alanet.org/join or contact the ALA Membership Department at 847.267.1252.

CONFERENCE FEES	Early Bird (By 2/6/12)	Regular (After 2/6/12)	Total
<i>All fees are in U.S. funds.</i>			
Full Registration			
<input type="checkbox"/> ALA Member/Associate Member	\$795	\$995	\$ _____
<input type="checkbox"/> Nonmember	\$1,095	\$1,295	\$ _____
Single-Day Registration			
<input type="checkbox"/> ALA Member/Associate Member	\$345 per day	\$445 per day	\$ _____
<input type="checkbox"/> Nonmember	\$545 per day	\$645 per day	\$ _____

Please indicate the day(s) you will be attending:
 Sunday Monday Tuesday Wednesday Thursday

Note: You will be required to complete a Session Preference Form at a later date.

NEW! CONFERENCE EDUCATION ENRICHMENT PACKAGE

Enrich your learning with up to 85 hours of recorded audio synched to session slides and speaker handouts from the Annual Conference for only **\$155**. Purchase now and save \$240 off the post-Conference recordings price. This offer is available to Annual Conference registrants only.

I would like to purchase the Education Enrichment Package \$155 \$ _____

I do not want to purchase the Education Enrichment Package at this time.

GOLF OUTING — SUNDAY, APRIL 22, ROYAL HAWAIIAN GOLF CLUB

ALA Member/Associate Member # _____ x \$185 \$ _____

Nonmember # _____ x \$285 \$ _____

Guest's full name _____

Note: Golf fees are nonrefundable. If the minimum number of golfers is not reached, the golf outing may be canceled. ALA will refund all fees if this occurs.

3. GUEST TICKETS

The following events are included in your individual registration — DO NOT ORDER A GUEST TICKET FOR YOURSELF; ORDER ONLY IF YOU ARE BRINGING A GUEST. If you are bringing a guest to any of the special events listed below, you are required to purchase guest tickets at the time of registration and provide badge information. Purchase of guest tickets is restricted to guests of registrants only.

Event	Number of Guests	Total
<input type="checkbox"/> Welcome Reception, Sunday, April 22	# _____ x \$80	\$ _____
<input type="checkbox"/> Continental Breakfast, Monday, April 23	# _____ x \$25	\$ _____
<input type="checkbox"/> Networking Lunch, Monday, April 23	# _____ x \$25	\$ _____
<input type="checkbox"/> Continental Breakfast, Tuesday, April 24	# _____ x \$25	\$ _____
<input type="checkbox"/> Association Luncheon, Tuesday, April 24	# _____ x \$45	\$ _____
<input type="checkbox"/> Continental Breakfast, Wednesday, April 25	# _____ x \$25	\$ _____
<input type="checkbox"/> Exhibit Hall Lunch, Wednesday, April 25	# _____ x \$30	\$ _____
<input type="checkbox"/> Grand Finale Event, Wednesday, April 25	# _____ x \$99	\$ _____
<input type="checkbox"/> Continental Breakfast, Thursday, April 26	# _____ x \$25	\$ _____

Guest's full name _____ Guest's nickname for badge _____

Second guest's full name _____ Guest's nickname for badge _____

4. FOUNDATION OF THE ASSOCIATION OF LEGAL ADMINISTRATORS (FALA)

ALA's Educational Foundation (FALA) is the educational, charitable, and research affiliate of ALA. If you would like to make a voluntary, tax-deductible contribution to FALA, please fill in the amount of your contribution.

TOTAL REGISTRATION FEES AND FALA CONTRIBUTION (Add Steps 2,3 & 4)

FALA Contribution \$ _____
Total \$ _____

5. SPECIAL EVENTS — YOUR RESPONSE IS REQUIRED!

The following events are included in your full registration. For single-day registration, you are entitled to the events for that day only. All Special Events listed require you to confirm your attendance at time of registration to obtain the required tickets. (Response is required for each event).

Sunday, April 22

Welcome Reception **I will:**
 Attend Not Attend

Monday, April 23

Continental Breakfast Attend Not Attend

Networking Lunch Attend Not Attend

Connections Reception Attend Not Attend

Chapter Awards Program Attend Not Attend

Tuesday, April 24

Continental Breakfast Attend Not Attend

Association Luncheon Attend Not Attend

Wednesday, April 25

Continental Breakfast Attend Not Attend

Exhibit Hall Lunch Attend Not Attend

Grand Finale Event Attend Not Attend

Thursday, April 26

Continental Breakfast Attend Not Attend

6. METHOD OF PAYMENT

Check: **Important!** Checks must be received at ALA by **April 2, 2012**. My check is enclosed (payable to the Association of Legal Administrators)

Credit Card: Visa MasterCard American Express

Credit card number _____

Expiration date _____

Name of Cardholder (please print) _____

Authorized Signature _____

I have read ALA's Cancellation and Substitution Policies.

7. REGISTRATION OPTIONS

- Online:** www.alanet.org/conf
- Email:** registration@alanet.org
- Fax:** 847.267.1329 Credit card payments only (in U.S. funds)
- Mail:** Return this form with payment to:
ALA, P.O. Box 95583, Chicago, IL 60694-5583

QUESTIONS?

Contact ALA Conference Registration at 847.267.1252 or registration@alanet.org

FOR OFFICIAL USE ONLY

Date Entered _____
Amt. Entered _____
Voucher # _____