

# 2019 Annual Conference & Expo April 14-17, 2019, Grapevine, TX REGISTRATION FORM



For credit card payment and quicker processing, please register online at [alanet.org/conf19reg](http://alanet.org/conf19reg).

## with Payment Plan

One form per registrant. Please make copies as needed. Business partners, including legal industry suppliers who are not exhibiting, are not permitted to register as attendees or guests. EXCEPTION: All those holding the CLM designation are eligible to register for conference.

### 1. CONTACT INFORMATION

Name	Title	Firm/Company	Member ID	
Address	City	State/Province	Zip/Postal Code	Country
Phone	Email	Nickname for Badge		
Emergency Contact Name		Emergency Contact Phone		

#### PLEASE CHECK ALL APPROPRIATE BOXES:

- ☐ My contact information has changed. Please update my membership records.  
☐ **Newcomer!** This is my first Annual Conference & Expo  
☐ Please indicate dietary restrictions and/or special needs.

#### TYPE OF EMPLOYER

- ☐ Private Law Office  
☐ Corporate Legal Department  
☐ Government Legal Department/Judicial Agency/Court  
☐ Other \_\_\_\_\_

### 2. FULL CONFERENCE REGISTRATION

Registration fees are based on membership status (ALA Member or Nonmember) on the date registration and payment are received. All Member rates are contingent on the Member renewing her or his full ALA 2019 membership.

All fees are noted and must be paid in U.S. dollars.

FULL REGISTRATION	Early Bird Rate on or before 02/04/19	Regular Rate 02/05/19 – 04/09/19	Onsite Registration Rate Beginning 04/10/19	TOTAL
<input type="checkbox"/> ALA Member	\$1,299	\$1,499	\$1,699	\$ _____
<input type="checkbox"/> Nonmember	\$1,699	\$1,899	\$2,099	\$ _____
<input type="checkbox"/> Nonmember & add 2019 ALA membership for only \$99	\$1,798	\$1,998	\$2,198	\$ _____

Indicate if you are one of the following, as you will receive the prevailing ALA Member rate:

- ☐ Managing Partner of a law firm

Strategic Alliance Partners:

- ☐ American Association of Law Libraries (AALL)  
☐ American Bar Association Law Practice Division (ABA-LP)  
☐ ARMA International  
☐ Asociacion Nacional de Empresarios de Colombia (ANDI)  
☐ Association of Corporate Counsel (ACC)  
☐ Australasian Legal Practice Management Association (ALPMA)  
☐ British Columbia Legal Management Association (BCLMA)  
☐ Centro de Estudos de Administração de Escritórios de Advocacia (CEAE)  
☐ Corporate Legal Operations Consortium (CLOC)  
☐ International Bar Association (IBA)  
☐ International Legal Technology Association (ILTA)  
☐ International Paralegal Management Association (IPMA)  
☐ Law Council of Australia  
☐ Lawyers Associated Worldwide (LAW)  
☐ Legal Marketing Association (LMA)  
☐ Legal Support Network (LSN)  
☐ Meritas  
☐ National Association for Law Placement (NALP)  
☐ TerraLex  
☐ The Law Office Management Association (TLOMA)

#### SPECIAL EVENTS: YOUR RESPONSE IS REQUIRED!

The following events are included in your full registration or on the day(s) selected in section 3.

##### Sunday, April 14

Welcome Reception

I will:

- ☐ Attend ☐ Not Attend

##### Monday, April 15

Breakfast

- ☐ Attend ☐ Not Attend

Exhibit Hall Lunch

- ☐ Attend ☐ Not Attend

##### Tuesday, April 16

Breakfast

- ☐ Attend ☐ Not Attend

Association Lunch

- ☐ Attend ☐ Not Attend

Networking Reception

- ☐ Attend ☐ Not Attend

##### Wednesday, April 17

Breakfast

- ☐ Attend ☐ Not Attend

Exhibit Hall Lunch

- ☐ Attend ☐ Not Attend

Awards Gala Dinner

- ☐ Attend ☐ Not Attend

Grand Finale

- ☐ Attend ☐ Not Attend

- ☐ Were you referred by someone? If so, please provide their name and email address.

Name: \_\_\_\_\_ City: \_\_\_\_\_

Email Address: \_\_\_\_\_

- ☐ Are you referring someone? If so, please provide their name(s) and email address.

Name: \_\_\_\_\_ City: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 3. ONE- AND TWO-DAY REGISTRATION

One- and two-day registrants receive the events for that (those) day(s) only. Please indicate which events you will attend by checking the appropriate box(es) on page 1 under "Special Events."

REGISTRATION	Early Bird Rate On or before 02/04/19	Regular Rate 02/05/19 - 04/09/19	Onsite Registration Rate Beginning 04/10/19	TOTAL
<b>One-Day Registration</b>				
Four options, please choose one: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed				
<input type="checkbox"/> ALA Member	\$699	\$799	\$899	\$ _____
<input type="checkbox"/> Nonmember	\$899	\$999	\$1,099	\$ _____
<b>Two-Day Registration</b>				
Six options, please choose one: <input type="checkbox"/> Sun/Mon <input type="checkbox"/> Sun/Tue <input type="checkbox"/> Sun/Wed <input type="checkbox"/> Mon/Tue <input type="checkbox"/> Mon/Wed <input type="checkbox"/> Tue/Wed				
<input type="checkbox"/> ALA Member	\$999	\$1,099	\$1,199	\$ _____
<input type="checkbox"/> Nonmember	\$1,199	\$1,299	\$1,399	\$ _____
In addition to the registration fees above, one- and two-day registrants may purchase the following event options.				
<input type="checkbox"/> If your registration does not include Sunday, you may purchase the Welcome Reception for \$99.				\$ _____
<input type="checkbox"/> If your registration does not include Wednesday, you may purchase the Awards Gala and Grand Finale for \$149.				\$ _____

### 4. GUEST REGISTRATION

These are the guest registration options and fees.

<input type="checkbox"/> Guest Full Registration (includes all meals & events)	\$549	\$ _____
<input type="checkbox"/> Sunday Welcome Reception Only	\$99	\$ _____
<input type="checkbox"/> Wednesday Awards Gala and Grand Finale	\$149	\$ _____
<input type="checkbox"/> Any dietary restrictions or special needs? If so, please list them here		

The purchase of guest registration is restricted to guests of registrants only. A guest may not be someone eligible for membership in ALA, a business partner or a supplier who is not exhibiting.

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

### 5. POST CONFERENCE WORKSHOP OPTION

#### Legal Lean Sigma® and Project Management Yellow Belt Certification Course

This program is interactive and covers key Process Improvement methodologies (Lean, Six Sigma), tools and concepts, and the stages of Project Management. There are no prerequisites. All candidates who successfully complete the course will receive their Yellow Belt Certification in Legal Lean Sigma and Project Management from the Legal Lean Sigma Institute.

\*Thursday, April 18 - Friday, April 19: Includes breakfast & lunch on Thursday & Friday.

	Rate
<input type="checkbox"/> ALA Member	\$1,799
<input type="checkbox"/> Nonmember	\$2,299

### 6. CONTRIBUTIONS FOUNDATION OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

#### Foundation Contribution

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

\$ \_\_\_\_\_

#### Clean the World

Clean the World's kit building program allows ALA to support shelters, missions and disaster relief efforts, to create a focus on community. We built 800 kits in 2018 — we are challenged to put together 1,200 kits in 2019! Every \$21 donated purchases four kits!

\$ \_\_\_\_\_

### 7. TOTAL PAYMENT

Add steps 2, 3, 4, 5 and 6

TOTAL \$ \_\_\_\_\_

### 8. METHOD OF PAYMENT

Payment in U.S. dollars must be made by mail with a check, to be received at ALA by April 5, 2019:

Please make check payable to ALA and mail to:

ALA  
P.O. Box 95583  
Chicago, IL 60694-5583

#### CANCELLATION POLICIES

By submitting this you agree that you have read and will comply with ALA's Registration, Cancellation, and Substitution policies as stated on ALA's registration site at [alanet.org/conf19reg](http://alanet.org/conf19reg).

**QUESTIONS?** Contact ALA Conference Registration at 847.267.1252 or [registration@alanet.org](mailto:registration@alanet.org).

### 9. ☐ Check here if you're interested in volunteering as a Session Manager

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## CONTACT INFORMATION

Name	Title	Firm/Company	Member ID (as applicable):	
Address	City	State/Province	Zip/Postal Code	Country
Phone	Email			

ALA is pleased to offer a payment plan for ALA Members and Nonmembers attending the 2019 Annual Conference to help you budget. This offer applies only for full Conference attendance, and only for submissions received until January 7, 2019. Please complete this application and return it to [accounting@alanet.org](mailto:accounting@alanet.org) no later than January 7, 2019.

Upon ALA's receipt of this application, you will be entered into a recurring credit card agreement that will extend from receipt of this application through March 5, 2019. This binding contract will allow you to remit ALA Annual Conference full registration fees in four easy payments, per the schedule below.

Registration is open to all ALA members and nonmembers who meet the eligibility criteria for ALA membership. Any individual with an interest in the management of law firms, law departments and legal organizations may benefit from participation. Business partners and business-partner eligible companies are not eligible to register as attendees.

Registration fees are based on membership status (Member or Nonmember) on the date this form is received by ALA. All Member rates are contingent on the Member renewing her or his full 2019 ALA Membership. Guests and special event tickets may be added separately, but are not a part of this payment plan.

## PAYMENT DETAILS

Payment #1	Payment #2	Payment #3	Payment #4
<b>MEMBER: \$1,299 Full Registration Fee</b>			
\$325 upon receipt	\$325 Monday, Jan 7, 2019	\$325 Tuesday, Feb 5, 2019	\$324 Tuesday, March 5, 2019
<b>NONMEMBER: \$1,699 Full Registration Fee</b>			
\$425 upon receipt	\$425 Monday, Jan 7, 2019	\$425 Tuesday, Feb 5, 2019	\$424 Tuesday, March 5, 2019

All fees are noted and must be paid in U.S. dollars.

Credit Card: ☐ AMEX ☐ VISA ☐ MC

Credit card number	CVV#
Expiration date (exp. date must be AFTER April 1, 2019)	
Name of Cardholder (please print)	Authorized Signature

Billing address if different from above:

Street Address	City	State	Postal Code	Country
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## CANCELLATION POLICY:

All cancellations must be made in writing and submitted via email to [registration@alanet.org](mailto:registration@alanet.org). The following cancellation fee scale applies:

Date Cancellation Received	Cancel Fee
By February 4, 2019	Payment #1 - nonrefundable
February 5, – April 9, 2019	50% of fee paid
April 10, 2019 and after	No refund

**Return this completed application by email or fax no later than January 7, 2019:**

**EMAIL TO:**  
[accounting@alanet.org](mailto:accounting@alanet.org)

**FAX TO:**  
847.267.1329  
**ATTENTION:** Accounting

Payment plan questions?  
Call 847.267.1364 or email [mgarcia@alanet.org](mailto:mgarcia@alanet.org)

Registration or conference questions?  
Call 847.267.1252 or email [registration@alanet.org](mailto:registration@alanet.org)

This consideration is limited to the event attendee whose name (and membership number if applicable) appears at the top of this form, and is nontransferable.