



Eligibility Requirements: Registration is limited to only the principal administrator of a law firm with 100 or more attorneys. Members who are retiring and have identified their successor may bring that person to the Retreat and should indicate it when registering.

ALA regular and associate members may register for the Large Firm Principal Administrators Retreat at the member rates noted. Nonmember registration is restricted to individuals who are not currently members of ALA, but who do meet the eligibility requirements for ALA membership. Learn more about membership eligibility requirements at [alanet.org/membership/eligibility.aspx](http://alanet.org/membership/eligibility.aspx) or contact the ALA Membership Department at 847-267-1585.

Your registration fee includes session attendance and materials, the reception and dinner on both Thursday and Friday, two continental breakfasts, lunch on Friday and daily refreshment breaks. The optional activities of golf and tours are additional costs.

**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		Phone		

**PLEASE CHECK ALL APPROPRIATE BOXES:**

- My contact information has changed. Please update my membership records.
- Newcomer!** This is my first ALA Large Firm Principal Administrators Retreat.
- Please indicate dietary restrictions and/or disabilities.

**TYPE OF EMPLOYER**

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

**2. REGISTRATION FEES AND DISCOUNTS**

All fees are in U.S. dollars.

<b>FULL REGISTRATION</b>	<b>Early Bird Rate</b> on or before 06/28/18	<b>Regular Rate</b> 06/29/18 – 07/31/18	<b>Onsite Registration Rate</b> 08/02/18 – 08/04/18	<b>TOTAL</b>
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<input type="checkbox"/> ALA Member	\$1,299	\$1,399	\$1,499	\$ _____
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**Discount 1** - Retiring members whose successor registers and attends the retreat will receive a \$100 discount (if not an ALA member, the successor will receive the ALA member price).

**Discount 2** - LFA Caucus members who refer a Caucus-eligible, non-ALA member who attends the retreat will receive a \$200 discount.

*Note: while we encourage you to bring as many Caucus-eligible participants as possible, the total discount given cannot exceed \$200.* Discount - \$ \_\_\_\_\_

Name of successor \_\_\_\_\_

Referred by \_\_\_\_\_

<input type="checkbox"/> Retiring Member's Designated Successor	\$1,299	\$1,399	\$1,499	\$ _____
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Name of retiring member \_\_\_\_\_

<input type="checkbox"/> Nonmember of ALA	\$1,599	\$1,799	\$1,899	\$ _____
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**SPECIAL EVENTS—YOUR RESPONSE IS REQUIRED!**

The following events are included in your full registration:

- |                        |   |
|------------------------|---|
| <b>Thursday, Aug 2</b> | <b>I will:</b>  |
| Welcome Reception      | <input type="checkbox"/> Attend <input type="checkbox"/> Not Attend |
| Dinner                 | <input type="checkbox"/> Attend <input type="checkbox"/> Not Attend |
| <b>Friday, Aug 3</b>   |   |
| Breakfast              | <input type="checkbox"/> Attend <input type="checkbox"/> Not Attend |
| Lunch                  | <input type="checkbox"/> Attend <input type="checkbox"/> Not Attend |
| Networking Reception   | <input type="checkbox"/> Attend <input type="checkbox"/> Not Attend |
| Dinner                 | <input type="checkbox"/> Attend <input type="checkbox"/> Not Attend |
| <b>Saturday, Aug 4</b> |   |
| Breakfast              | <input type="checkbox"/> Attend <input type="checkbox"/> Not Attend |

**3. SPOUSE/GUEST REGISTRATION**

The purchase of a guest registration is restricted to guests of registrants only, 18 years or older. A guest may not be someone eligible for membership in ALA or a business partner or a supplier who is not a sponsor.

These are the guest registration options and fees.

- |   |       |          |
|---|-------|----------|
| <input type="checkbox"/> Guest Full Registration (Includes Reception & Dinner on both Thursday and Friday.) | \$469 | \$ _____ |
| <input type="checkbox"/> Thursday Welcome Reception   | \$79  | \$ _____ |
| <input type="checkbox"/> Thursday Dinner  | \$209 | \$ _____ |
| <input type="checkbox"/> Friday Networking Reception  | \$79  | \$ _____ |
| <input type="checkbox"/> Friday Dinner  | \$209 | \$ _____ |

Guest's full name	Guest's nickname for badge	Which Event(s)
Second guest's full name	Guest's nickname for badge	Which Event(s)

#### 4. OPTIONAL ACTIVITIES

The following are optional activities available at an additional cost.

Thursday, August 2 Steele Canyon Golf Course Outing If golfing, please indicate the following:	Attendee \$189	<input type="checkbox"/>	+	Guest \$189	<input type="checkbox"/>	\$ _____
Handicap	Attendee _____			Guest _____		
Rental Clubs	Attendee _____			Guest _____		
Circle one: Right or Left-Handed				Circle one: Right or Left-Handed		
Circle one: Men's or Women's				Circle one: Men's or Women's		

*\*Please note Steele Canyon does not rent golf shoes.*

*\*Please note club rental is an additional \$65 on-site.*

Thursday, August 2 Land & Sea Tour	Attendee \$129	<input type="checkbox"/>	+	Guest \$129	<input type="checkbox"/>	\$ _____
Saturday, August 4 Point Loma Lighthouse/Cabrillo National Monument Tour	\$60	<input type="checkbox"/>	+	\$60	<input type="checkbox"/>	\$ _____
						\$ _____

Guest's full name	Guest's nickname for badge	Which Event(s)
Second guest's full name	Guest's nickname for badge	Which Event(s)

#### 5. FOUNDATION OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

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.

**Foundation Contribution** \$ \_\_\_\_\_

#### 6. TOTAL PAYMENT (includes steps 1-5)

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

#### 7. METHOD OF PAYMENT

- Check enclosed  
(payable to Association of Legal Administrators)

#### PAY BY CHECK (U.S. FUNDS)

**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, Substitution and Photo/Video policies as stated on ALA's registration site at [alanet.org/events](http://alanet.org/events).

**REGISTRATION DEADLINE: July 20, 2018**

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