



Please photocopy this form for your records and for additional registrants and/or programs. Eligible ALA Regular and Associate members may register for ALA conferences at the member rates. Nonmember registration is restricted to individuals who are not currently members of ALA but who do meet the eligibility requirements for ALA membership and specific program attendance, as applicable. For more information on membership eligibility requirements, visit [alanet.org/membership/case](http://alanet.org/membership/case) or contact the ALA Membership Department at [membership@alanet.org](mailto:membership@alanet.org) or 847.267.1252.

**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 Regional Legal Management Conference
- 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**

All fees are in U.S. dollars.

FULL REGISTRATION	Early Bird Rate on or before 08/02/18	Regular Rate 08/03/18 – 09/10/18	Onsite Registration Rate Beginning 09/12/18	TOTAL
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<input type="checkbox"/> ALA Member	\$579	\$679	\$779	\$ _____
<input type="checkbox"/> Nonmember	\$879	\$979	\$1,079	\$ _____

**SPECIAL EVENTS—  
YOUR RESPONSE IS REQUIRED!**

The following events are included in your full registration:

- Thursday, September 13** I will:
- Welcome Reception  Attend  Not Attend
- Friday, September 14**
- Breakfast  Attend  Not Attend
- Lunch  Attend  Not Attend
- Networking Reception  Attend  Not Attend
- Saturday, September 15**
- Breakfast  Attend  Not Attend

**3. ONE AND TWO DAY REGISTRATION**

**One Day Registration**

Three options, please choose one:  Thurs  Fri  Sat

<input type="checkbox"/> ALA Member	\$429	\$529	\$629	\$ _____
<input type="checkbox"/> Nonmember	\$629	\$729	\$829	\$ _____

**Two Day Registration**

Two options, please choose one:  Thurs/Fri  Fri/Sat

<input type="checkbox"/> ALA Member	\$509	\$609	\$709	\$ _____
<input type="checkbox"/> Nonmember	\$759	\$859	\$959	\$ _____

**4. PRECONFERENCE WORKSHOP OPTIONS**

**A. Advanced Financial Administration For Legal Professionals**

Wednesday, September 12 PM & Thursday, September 13 AM.  
Includes lunch on Wednesday & breakfast on Thursday.

\*If you also wish to attend the regional this option can be added to your Full Regional Conference registration.

	Rate
<input type="checkbox"/> ALA Member	\$699
<input type="checkbox"/> Nonmember	\$899

**B. Law Firm Management Essentials Certificate Program**

All day Wednesday, September 12 and Thursday September 13. Includes breakfast and lunch both days and the Welcome Reception Thursday.

\*If you also wish to attend the Regional please select either the two day: Friday & Saturday or one day: Friday or Saturday registration options.

	Early Bird Rate on or before 08/02/18	Regular Rate 08/03/18 – 09/10/18	Onsite Registration Rate Beginning 09/12/18
<input type="checkbox"/> ALA Member	\$999	\$1,099	\$1,199
<input type="checkbox"/> Nonmember	\$1,299	\$1,399	\$2,499

**5. GUEST REGISTRATION**

These are the guest registration options and fees. 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.

<input type="checkbox"/> Guest Full Registration (includes all meals and events: Thursday Welcome Reception; Friday Breakfast, Lunch and Networking Reception and Saturday Breakfast.)	\$159	\$ _____
<input type="checkbox"/> Thursday Welcome Reception	\$89	\$ _____
<input type="checkbox"/> Friday Networking Reception	\$69	\$ _____
<input type="checkbox"/> Dietary restrictions and/or special needs? If so, please list them here		_____

Guest's full name

Guest's nickname for badge

Second guest's full name

Guest's nickname for badge

## 6. 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

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

## 7. TOTAL PAYMENT

Add sections 2, 3, 4, 5, & 6.

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

## 8. PAYMENT INFORMATION

Payment in U.S. dollars must be made by mail with a check, to be received at ALA by August 31, 2018.

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

**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