

2018 Regional Legal Management Conference - West October 18-20, 2018, Austin, TX

REGISTRATION FORM



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 or contact the ALA Membership Department at 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 09/06/18	Regular Rate 09/07/18 – 10/15/18	Onsite Registration Rate Beginning 10/18/18	TOTAL
<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, October 18 | I will: |
| Welcome Reception | <input type="checkbox"/> Attend <input type="checkbox"/> Not Attend |
| Friday, October 19 | |
| 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 |
| Saturday, October 20 | |
| Breakfast | <input type="checkbox"/> Attend <input type="checkbox"/> Not Attend |

3. ONE 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	\$ _____

4. PRECONFERENCE WORKSHOP OPTION

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 either to a Full or One Day Regional Conference registration.

Rate

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

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 September 30, 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.

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

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