

**2017 PIUG Annual Conference**  
**An International Conference for Patent Information Professionals**  
**May 20 – May 25, 2017 • Crowne Plaza at Ravinia**  
 Atlanta, GA 30346

**ADVANCE REGISTRATION FORM**

<b>PAYING BY CHECK:</b> Make checks payable to PIUG, Inc. <b>Checks must be drawn on a US Bank and be in US funds.</b>			
SEND COMPLETED FORM <u>WITH CHECK</u> TO: PIUG Annual Conference, 40 E. Main Street, #1438, Newark, DE 19711			
<b>Membership information:</b> See the PIUG website at <a href="http://www.piug.org/membership">http://www.piug.org/membership</a>			
<b>REGISTRATION</b>		<b>COST</b>	
<b>CONFERENCE REGISTRATION</b>	<b>Early-bird by March 31</b>	<b>Standard Registration April 1 to May 12</b>	<b>Onsite Registration after May 12</b>
PIUG Member or AIIP Member	<input type="checkbox"/> \$525	<input type="checkbox"/> \$675	<input type="checkbox"/> \$750
Non-member of PIUG or AIIP	<input type="checkbox"/> \$725	<input type="checkbox"/> \$825	<input type="checkbox"/> \$900
Students, Unemployed, Full-time Retirees (Must be a <b>PIUG</b> member and students must submit a valid copy of their student ID or letter from their Program Director validating their student status.)	<input type="checkbox"/> \$185	<input type="checkbox"/> \$250	<input type="checkbox"/> \$300
Complimentary Sponsor Delegate (Sponsor Level Dependent) – Emerald=5 Delegates; Sapphire=3 Delegates; Amethyst & Exhibitor Plus=2 Delegate; Exhibitor=0	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0
Complimentary Speaker	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0
Gala Dinner for Accompanying Spouse/Partner	<input type="checkbox"/> \$100	Name: _____	
<b>Total amount due:</b> \$ _____			
<b>Payment Information:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express <input type="checkbox"/> Check/Money Order			
Credit card # _____		Exp. Date _____ CVV _____	
Card holder's name (as it appears on card) _____		Signature _____	
<b>Last Name (print clearly)</b>	<b>First Name</b>	<b>Company/Organization</b>	
<b>Mailing Address</b>			
<b>City</b>	<b>State/Province</b>	<b>Postal Code</b>	<b>Country</b>
<b>Telephone</b>	<b>Fax</b>		
<b>E-mail (Your confirmation will be sent via e-mail)</b>			
Membership renewed for 2017? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a New PIUG Member? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will this be the first time you will be attending the PIUG Annual conference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
May PIUG use a photo of your likeness taken during the conference for its newsletter and an article on its website? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Meeting Title/Role (Check all that apply)</b>			
<input type="checkbox"/> Speaker <input type="checkbox"/> Sponsor/ Exhibitor <input type="checkbox"/> Meeting Volunteer <input type="checkbox"/> Board Member			

**Speaker or Sponsor – Please provide Cell Phone Number:** \_\_\_\_\_

**All Attendees - Please provide an Emergency Contact Name & Number below:**

\_\_\_\_\_

<b>PROGRAM EVENTS (Included in main registration fee for all meeting registrants)</b>		<b>Plan to Attend</b>	
PIUG Business Meeting, Sunday, May 21 <sup>st</sup> , 4:00 p.m. – 5:30 p.m.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
First Time Attendee Welcome & Orientation, Sunday, May 21 <sup>st</sup> , 6:30 p.m.-7:30 p.m.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Welcome Reception, Sunday, May 21 <sup>st</sup> , 7:30 p.m. – 9:30 p.m.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gala Dinner, Monday, May 22 <sup>nd</sup> , 7:00 p.m. – 10:00 p.m.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Meal Requirements?</b> If yes, please circle.	<b>Vegetarian/Vegan</b>	<b>Kosher/Gluten Free</b>	
<b>Other meal requirements:</b>			
Wheelchair Access Required? <input type="checkbox"/> If yes, please check			
If you have special needs and require accommodation to fully participate, please email a description of your requirements to <a href="mailto:erin@piug.org">erin@piug.org</a> by May 5 <sup>th</sup> , 2017.			

## REGISTRATION INFORMATION

### Registration Deadlines

February 13, 2017	Registration opens
March 31, 2017	Early Bird Deadline
Before April 1, 2017	Refund of registration fee less 10%
April 1 - May 5, 2017	Refund of registration fee less 50%
After May 5, 2017	No refund will be provided
May 13, 2017	Beginning of Onsite Registration Rates

### Early Bird Deadline

The deadline for early bird registration is 11:59 pm EST on March 31, 2017. Registration forms must be postmarked by that date to qualify for the early bird rate. Web registrations must be entered by 11:59 pm EST on March 31 to qualify.

### Substitutions, Cancellations and Refunds

If cancellation is received in writing by 11:59 pm EST on March 31<sup>st</sup>, a refund of 90% of the registration fee will be provided. From April 1<sup>st</sup> until May 5<sup>th</sup>, the refund will only be 50%. No refunds will be provided after May 5<sup>th</sup>. All cancellations must be sent in writing to [treasurer@piug.org](mailto:treasurer@piug.org) by email or by fax at (302) 660-3276. If you wish to substitute a name for a paid registration, the request must be sent to [treasurer@piug.org](mailto:treasurer@piug.org) by 11:59 pm EST on May 12<sup>th</sup>. Substitutions received by this date will be honored without penalty. No substitutions will be permitted after this date.

### On-site Registrations

On-site registrations will be available at no additional fee above the registration fee indicated above for on-site registration. However, you should contact [treasurer@piug.org](mailto:treasurer@piug.org) to determine if space is still available prior to making your travel plans.

### Special Needs

If you have special needs and require accommodation to fully participate, please e-mail a description of your requirements by May 5<sup>th</sup>, 2017 to [erin@piug.org](mailto:erin@piug.org).

## Hotel Reservations

Please make your online hotel reservation at the special PIUG group rate via the hotel website at [reservation web page](#).

The PIUG group rate of \$169/night is available from Thursday, May 18<sup>th</sup> to Saturday, May 27<sup>th</sup>, 2017. The special room rate will be available until **April 27<sup>th</sup>, 2017** or until the group block is sold-out, whichever comes first.

If you would like to reserve your hotel accommodation by telephone, please call the US number: **1-800-554-0055** (toll-free in USA) and identify yourself as attending the **PIUG 2017 Annual Conference**.

## Exhibitor and Sponsor Registration

All exhibitors, workshop hosts and their staff must register to be admitted to the technical sessions, the exhibit hall and workshops. Registration fees must be paid by all exhibitors, workshop hosts and their staff if not eligible for a complimentary sponsor registration. The number of free registrations is sponsorship level dependent. Please contact the PIUG Treasurer at [treasurer@piug.org](mailto:treasurer@piug.org) or by calling 1-302-660-3275 with registration-related questions. For questions about sponsorship, contact Jane Thompson ( [Jane\\_Thompson@eisai.com](mailto:Jane_Thompson@eisai.com) ). For questions about workshops, contact Martha Yates ( [martha.j.yates@monsanto.com](mailto:martha.j.yates@monsanto.com) ).

## Registration Fees

To qualify for the **member registration fee**, the registrant must have renewed their membership in PIUG for 2017. (To establish or renew PIUG membership, go to <http://www.piug.org/membership>) Registration fee includes all breakfasts, lunches, and refreshments during meeting breaks Monday-Wednesday, the Sunday Welcome Reception and the Gala Dinner on Monday.

## Payment

Mailed Registration forms MUST be accompanied by check, credit card information or money order. Forms received without payment will NOT be processed. Funds must be in U.S. dollars and drawn on a US Bank. Checks or money orders should be made payable to PIUG. (For accounting purposes, the PIUG Federal Tax ID number is 38-3449639.)

## Confirmations

Confirmations will be sent via e-mail to registrants within one day of receipt. If an e-mail address is not provided, or if an e-mail sent to you is returned as undeliverable, you will receive a confirmation via fax or regular mail within 5-7 business days.

## Name Badges

Name badges will be supplied at the registration desk when you arrive at the meeting, and are required for admission to all events and the exhibit hall.