# 2018 PIUG Annual Conference
An International Conference for Patent Information Professionals
May 5 – May 10, 2018 • Westin Alexandria
Alexandria, VA 22314

## ADVANCE REGISTRATION FORM

**PAYING BY CHECK:** Make checks payable to PIUG, Inc. Checks must be drawn on a US Bank and be in US funds.

SEND COMPLETED FORM WITH CHECK TO: PIUG Annual Conference, 40 E. Main Street, #1438, Newark, DE 19711

**Membership Information:** See the PIUG website at [http://www.piug.org/membership](http://www.piug.org/membership)

<table>
<thead>
<tr>
<th>REGISTRATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONFERENCE REGISTRATION</strong></td>
<td><strong>Early-bird by March 16</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Standard Registration March 17 to April 27</strong></td>
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<tr>
<td></td>
<td><strong>Onsite Registration after April 27</strong></td>
</tr>
</tbody>
</table>

- [ ] PIUG Member or AIIP Member $525
- [ ] Non-member of PIUG or AIIP $725
- [ ] Students, Unemployed, Full-time Retirees (Must be a PIUG member and students must submit a valid copy of their student ID or letter from their Program Director validating their student status.) $185
- [ ] Complimentary Sponsor Delegate (Sponsor Level Dependent) – Emerald=5 Delegates; Sapphire=3 Delegates; Amethyst & Exhibitor Plus=2 Delegate; Exhibitor=0 $0
- [ ] Complimentary Speaker $0
- [ ] Gala Dinner for Registrant $50
- [ ] Gala Dinner for Accompanying Spouse/Partner $100

**Total amount due:** $____________

**Payment Information:**

- [ ] Visa
- [ ] MasterCard
- [ ] Discover
- [ ] American Express
- [ ] Check/Money Order

Credit card # ____________________________ Exp. Date ____________ CVV ______________

Card holder’s name (as it appears on card) ____________________________ Signature ____________________________

**Last Name (print clearly)** | **First Name** | **Company/Organization**

**Mailing Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State/Province</th>
<th>Postal Code</th>
<th>Country</th>
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**Telephone**

**Fax**

**E-mail (Your confirmation will be sent via e-mail)**

- [ ] Membership renewed for 2018? Yes No
- [ ] Are you a New PIUG Member? Yes No
- [ ] Will this be the first time you will be attending the PIUG Annual conference? Yes No

**May PIUG use a photo of your likeness taken during the conference for its newsletter and an article on its website?**

- [ ] Yes
- [ ] No

**Meeting Title/Role (Check all that apply)**

- [ ] Speaker
- [ ] Sponsor/ Exhibitor
- [ ] Meeting Volunteer
- [ ] Board Member
Speaker or Sponsor – Please provide Cell Phone Number: _______________________________

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

**PROGRAM EVENTS (Included in main registration fee for all meeting registrants)**

<table>
<thead>
<tr>
<th>Event</th>
<th>Plan to Attend</th>
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<tbody>
<tr>
<td>PIUG Business Meeting, Sunday, May 6th, 4:00 p.m. – 5:30 p.m.</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>First Time Attendee Welcome &amp; Orientation, Sunday, May 6th, 6:30 p.m.–7:30 p.m.</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Welcome Reception, Sunday, May 6th, 7:30 p.m. – 9:30 p.m.</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Gala Dinner, Monday, May 7th, 7:00 p.m. – 10:00 p.m.</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

**Meal Requirements?** If yes, please circle.  
- Vegetarian/Vegan  
- Kosher/Gluten Free  
- Other meal requirements: ________________________________

Wheelchair Access Required? □ If yes, please check

If you have special needs and require accommodation to fully participate, please email a description of your requirements to events@piug.org by April 20th, 2018.

**REGISTRATION INFORMATION**

**Registration Deadlines**

- January 29, 2018: Registration opens
- March 16, 2018: Early Bird Deadline
- Before March 17, 2018: Refund of registration fee less 10%
- March 17 - April 20, 2018: Refund of registration fee less 50%
- After April 20, 2018: No refund will be provided
- April 28, 2018: Beginning of Onsite Registration Rates

**Early Bird Deadline**

The deadline for early bird registration is 11:59 pm EST on March 16, 2018. 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 16 to qualify.

**Substitutions, Cancellations and Refunds**

If cancellation is received in writing by 11:59 pm EST on March 16th, a refund of 90% of the registration fee will be provided. From March 17th until April 20th, the refund will only be 50%. No refunds will be provided after April 20th. All cancellations must be sent in writing to 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 by 11:59 pm EST on May 12th. 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 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 April 20th, 2018 to events@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 $215/night is available from Thursday, May 3rd to Sunday, May 13th, 2018. The special room rate will be available until April 12th, 2018 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: 1-866-837-4210 (toll-free in USA) and identify yourself as attending the 2018 PIUG 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 or by calling 1-302-660-3275 with registration-related questions. For questions about sponsorship, contact Jane Thompson (Jane_Thompson@eisai.com). For questions about workshops, contact Martha Yates (martha.j.yates@monsanto.com).

**Registration Fees**
To qualify for the member registration fee, the registrant must have renewed their membership in PIUG for 2018. (To establish or renew PIUG membership, go to [http://www.piug.org/membership](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.