# 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>CONFERENCE REGISTRATION</td>
<td>Early-bird by March 22</td>
</tr>
<tr>
<td>PIUG Member or AIIP Member</td>
<td>☐ $585</td>
</tr>
<tr>
<td>Non-member of PIUG or AIIP</td>
<td>☐ $785</td>
</tr>
<tr>
<td>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.)</td>
<td>☐ $245</td>
</tr>
<tr>
<td>Complimentary Sponsor Delegate (Sponsor Level Dependent) – Emerald=5 Delegates; Sapphire=3 Delegates; Amethyst &amp; Exhibitor Plus=2 Delegates; Exhibitor=0</td>
<td>☐ $0</td>
</tr>
<tr>
<td>Complimentary Speaker</td>
<td>☐ $0</td>
</tr>
<tr>
<td>Gala Dinner for Accompanying Spouse/Partner</td>
<td>☐ $50</td>
</tr>
</tbody>
</table>

**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**

City | State/Province | Postal Code | Country
--- | --- | --- | ---

Telephone | Fax
--- | ---

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

**Membership renewed for 2019?** ☐ 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 Description</th>
<th>Plan to Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIUG Business Meeting, Sunday, May 5th, 4:00 p.m. – 5:30 p.m.</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>First Time Attendee Welcome &amp; Orientation, Sunday, May 5th, 6:30 p.m.-7:30 p.m.</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Welcome Reception, Sunday, May 5th, 7:30 p.m. – 9:30 p.m.</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Gala Dinner, Monday, May 6th, 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 19th, 2019.

REGISTRATION INFORMATION

Registration Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28, 2019</td>
<td>Registration opens</td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>Early Bird Deadline</td>
</tr>
<tr>
<td>Before March 23, 2019</td>
<td>Refund of registration fee less 10%</td>
</tr>
<tr>
<td>March 23 - April 26, 2019</td>
<td>Refund of registration fee less 50%</td>
</tr>
<tr>
<td>After April 26, 2019</td>
<td>No refund will be provided</td>
</tr>
<tr>
<td>April 27, 2019</td>
<td>Beginning of Onsite Registration Rates</td>
</tr>
</tbody>
</table>

Early Bird Deadline
The deadline for early bird registration is 11:59 pm EST on March 22, 2019. 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 22nd to qualify.

Substitutions, Cancellations and Refunds
If cancellation is received in writing by 11:59 pm EST on March 22nd, a refund of 90% of the registration fee will be provided. From March 23rd until April 26th, the refund will only be 50%. No refunds will be provided after April 26th. 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 3rd. 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 26th, 2019 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 2nd to Sunday, May 12th, 2019. The special room rate will be available until April 11th, 2019 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 2019 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 Ken Koubek (Admin@piug.org). For questions about workshops, contact Martha Yates (martha.yates@bayer.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) 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.