# 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 COST</th>
<th>CONFERENCE REGISTRATION</th>
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<tbody>
<tr>
<td></td>
<td>Early-bird by September 6</td>
</tr>
<tr>
<td>PIUG Member or AIIP Member or PTRC</td>
<td>☐ $585</td>
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<tr>
<td>Non-member of PIUG or AIIP or PTRC</td>
<td>☐ $785</td>
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<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>
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<tr>
<td>Complimentary Sponsor Delegate (Sponsor Level Dependent) – Gold = 5 Delegates; Silver = 3 Delegates; Bronze &amp; Exhibitor Plus = 2 Delegates; Exhibitor = 1 Delegate.</td>
<td>☐ $0</td>
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<tr>
<td>Complimentary Speaker</td>
<td>☐ $0</td>
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<tr>
<td>PIUG Social Event for Accompanying Spouse/Partner</td>
<td>☐ $50</td>
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Name: ____________________________________________

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 2020?** ☐ 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/or 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)  Plan to Attend
First Time Attendee Welcome & Orientation, Monday, October 12th, 6:30 p.m.-7:30 p.m. ☐ Yes ☐ No
Welcome Reception, Monday, October 12th, 7:30 p.m. – 9:30 p.m. ☐ Yes ☐ No
PIUG Social Event, Tuesday, October 13th, 7:00 p.m. – 10:00 p.m. ☐ Yes ☐ No

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 September 28th, 2020.

REGISTRATION INFORMATION

Registration Deadlines
January 13, 2020 Registration opens
September 6, 2020 Early Bird Deadline
Before September 7, 2020 Refund of registration fee less 10%
September 7 - 27, 2020 Refund of registration fee less 50%
After September 27, 2020 No refund will be provided
October 5, 2020 Beginning of Onsite Registration Rates

Early Bird Deadline
The deadline for early bird registration is 11:59 pm EDT on September 6, 2020. Registration forms must be postmarked by that date to qualify for the early bird rate. Web registrations must be entered by 11:59 pm EDT on September 6th to qualify.

Substitutions, Cancellations and Refunds
If cancellation is received in writing by 11:59 pm EDT on September 6th, a refund of 90% of the registration fee will be provided. From September 7th until September 27th, the refund will only be 50%. No refunds will be provided after September 27th. 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 postmarked and sent to treasurer@piug.org by 11:59 pm EST on October 4th. Substitutions received by this date will be honored without penalty. No substitutions will be permitted after this date.

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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 October 4th, 2020 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 $169/night is available from Friday, April 24th to Thursday, April 30th, 2020. The special room rate will be available until September 18th, 2020 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: 1-800-258-7501 (toll-free in USA) and identify yourself as attending the 2020 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 2020. (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 Poolside Reception 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 conference registration desk when you arrive at the meeting and are required for admission to all events and the exhibit hall.