## 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>Standard Registration</td>
</tr>
<tr>
<td>July 13 - October 27</td>
<td>$300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PIUG Member or AIIP Member or PTRC</th>
<th>$300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-member of PIUG or AIIP or PTRC</td>
<td>$450</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>$150</td>
</tr>
<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>
</tr>
<tr>
<td>Complimentary Speaker</td>
<td>$0</td>
</tr>
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<td></td>
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</tbody>
</table>

**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
**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:**
__________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>PROGRAM EVENTS (Included in main registration fee for all meeting registrants)</th>
<th>Plan to Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Reception, Monday, October 26th.</td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

**REGISTRATION INFORMATION**

**Registration Deadlines**
- January 13, 2020: Registration opens
- Before September 26, 2020: Refund of registration fee less 10%
- September 26 – October 16, 2020: Refund of registration fee less 50%
- After October 16, 2020: No refund will be provided

**Substitutions, Cancellations and Refunds**
If cancellation is received in writing by 11:59 pm EDT on September 25th, a refund of 90% of the registration fee will be provided. From September 26th until October 16th, the refund will only be 50%. No refunds will be provided after October 16th. 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 16th. Substitutions received by this date will be honored without penalty. No substitutions will be permitted after this date.

**Exhibitor and Sponsor Registration**
All exhibitors, workshop hosts and their staff must register to be admitted to the technical sessions. 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.