



Registration Form

One form per registrant. Please make copies as needed. Business partners, including legal industry suppliers who are not exhibiting, are not permitted to register as attendees or guests. EXCEPTION: All those holding the CLM designation are eligible to register for Conference.

May 22–25, 2016, Los Angeles, California • Association of Legal Administrators 2016 Annual Conference & Expo

REGISTRATION OPTIONS:

PREFERRED: Online at alanet.org/conf/2016/reginfo

By mail: Return pages 1 and 2 of this form with check payment

1. CONTACT INFORMATION

Name	Title	Firm/Company	Member ID	
Address	City	State/Province	Zip/Postal Code	Country
Phone	Email			Nickname for Badge

PLEASE CHECK ALL APPROPRIATE BOXES:

- My contact information has changed. Please update my membership records.
- Newcomer!** This is my first ALA Annual Conference & Expo.
- Please indicate dietary restrictions and/or disabilities.

TYPE OF EMPLOYER

- Private Law Office
- Corporate Legal Department
- Government Legal Department/Judicial Agency/Court
- Other _____

2. FULL CONFERENCE REGISTRATION

Registration fees are based on membership status (ALA Member or Nonmember) on the date registration and payment are received. However, all Member rates are contingent on the Member renewing her or his full ALA 2016 membership

Fees are noted in U.S. dollars. If paying with Canadian funds, multiply the U.S. amount by 1.30.

FULL REGISTRATION	Early Bird Rate on or before 03/21/16	Regular Rate 03/22/16 - 05/02/16	Onsite Registration Rate Beginning 05/03/16	TOTAL
<input type="checkbox"/> ALA Member	\$1,149	\$1,349	\$1,549	\$ _____
<input type="checkbox"/> Nonmember	\$1,519	\$1,719	\$1,919	\$ _____

Indicate if you are one of the following, as you will receive the prevailing ALA Member rate:

- Managing Partner of a law firm

Strategic Alliance Partners:

- American Association of Law Libraries (AALL)
- American Bar Association Law Practice Division Section (ABA-LP)
- Association of Corporate Counsel (ACC)
- Australasian Legal Practice Management Association (ALPMA)
- British Columbia Legal Management Association (BCLMA)
- International Legal Technology Association (ILTA)
- International Paralegal Management Association (IPMA)
- Legal Management Association (LMA)
- Meritas
- National Association for Law Placement (NALP)
- The Law Office Management Association (TLOMA)

**SPECIAL EVENTS—
YOUR RESPONSE IS REQUIRED!**

The following events are included in your full registration or on the day(s) selected in section 3.

	I will:
Sunday, May 22	
Welcome Reception	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
Monday, May 23	
Continental Breakfast	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
Exhibit Hall Lunch	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
Tuesday, May 24	
Continental Breakfast	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
Association Lunch	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
Networking Reception	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
Wednesday, May 25	
Continental Breakfast	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
Exhibit Hall Lunch	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
Association Awards Dinner	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
VIP Event	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend
Dessert & Dancing Finale Party	<input type="checkbox"/> Attend <input type="checkbox"/> Not Attend

3. ONE AND TWO DAY REGISTRATION

One and two day registrants receive the events for that (those) day(s) only. Please indicate which events you will attend by checking the appropriate box(es) on page 1 under "Special Events".

REGISTRATION	Early Bird Rate On or before 03/21/16	Regular Rate 03/22/15 - 05/02/16	Onsite Registration Rate Beginning 05/03/16	TOTAL
One Day Registration				
Four options: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed				
<input type="checkbox"/> ALA Member	\$599	\$699	\$799	\$ _____
<input type="checkbox"/> Nonmember	\$749	\$849	\$949	\$ _____
Two Day Registration				
Six options: <input type="checkbox"/> Sun/Mon <input type="checkbox"/> Sun/Tue <input type="checkbox"/> Sun/Wed <input type="checkbox"/> Mon/Tue <input type="checkbox"/> Mon/Wed <input type="checkbox"/> Tue/Wed				
<input type="checkbox"/> ALA Member	\$899	\$999	\$1,099	\$ _____
<input type="checkbox"/> Nonmember	\$1,039	\$1,139	\$1,239	\$ _____

In addition to the registration fees above, one and two day registrants may purchase the following event options.

- If your registration does not include Sunday, you may purchase the Welcome Reception for \$129 \$ _____
- If your registration does not include Wednesday, you may purchase the Association Awards Dinner for \$99 \$ _____
- If your registration does not include Wednesday, you may purchase the Awards Dinner, VIP Event and Dessert Party for \$159 \$ _____
- If your registration does not include Sunday or Wednesday, you may purchase the Welcome, Awards Dinner, VIP Event and Party for \$289 \$ _____

4. GUEST REGISTRATION

These are the guest registration options and fees.

- Guest Full Registration (includes all special events) \$449 \$ _____
- Welcome Reception only \$129 \$ _____
- Association Awards Dinner \$99 \$ _____
- Awards Dinner, VIP Event and Dessert Party* \$159 \$ _____
- Welcome, Awards Dinner, VIP Event and Party* \$289 \$ _____

The purchase of guest registration is restricted to guests of registrants only. A guest may not be someone eligible for membership in ALA, a business partner or a supplier who is not exhibiting.

*Business partners, suppliers or guests of those are not eligible to purchase tickets to the VIP Event.

Guest's full name _____ Guest's nickname for badge _____
 Second guest's full name _____ Guest's nickname for badge _____

5. FOUNDATION OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

The Foundation of ALA is the educational, charitable and research affiliate of ALA. If you would like to make a voluntary, tax-deductible contribution, please fill in the amount of your contribution.

Foundation Contribution \$ _____

6. TOTAL PAYMENT

Add steps 2, 3, 4 and 5
(to calculate Canadian dollars, multiply the U.S. total by 1.30)

U.S. TOTAL \$ _____
 CANADIAN TOTAL \$ _____

7. METHOD OF PAYMENT

Payment may be made one of two ways – please check which one applies:

Online by credit card

By mail with a check, to be received at ALA by May 2, 2016:

U.S. Funds
 ALA
 P.O. Box 95583
 Chicago, IL 60694-5583

Canadian Funds
 ALA
 P.O. Box 57157, Station A
 Toronto, ONT M5W 5M5 Canada

8. Check here if you're interested in being a Session Manager.

9. Check here if you want to participate in ExperienceGuru.

Cell number _____ (see Registration tab for more information at alanet.org/conf/2016/reginfo)

CANCELLATION POLICIES

By submitting this you agree that you have read and will comply with ALA's Registration, Cancellation, Substitution and Photo/Video policies as stated on ALA's registration site at alanet.org/conf/2016/reginfo.

QUESTIONS? Contact ALA Conference Registration at 847.267.1252 or registration@alanet.org