

2019 PIUG Annual Conference
An International Conference for Patent Information Professionals
May 4 – May 9, 2019 • 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>

REGISTRATION	COST		
CONFERENCE REGISTRATION	Early-bird by March 22	Standard Registration March 23 to April 26	Onsite Registration after April 26
PIUG Member or AIIP Member	<input type="checkbox"/> \$585	<input type="checkbox"/> \$735	<input type="checkbox"/> \$810
Non-member of PIUG or AIIP	<input type="checkbox"/> \$785	<input type="checkbox"/> \$885	<input type="checkbox"/> \$960
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.)	<input type="checkbox"/> \$245	<input type="checkbox"/> \$310	<input type="checkbox"/> \$360
Complimentary Sponsor Delegate (Sponsor Level Dependent) – Emerald=5 Delegates; Sapphire=3 Delegates; Amethyst & Exhibitor Plus=2 Delegate; Exhibitor=0	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0
Complimentary Speaker	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0
Gala Dinner for Accompanying Spouse/Partner	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50
		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 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) <input type="checkbox"/> Speaker <input type="checkbox"/> Sponsor/ Exhibitor <input type="checkbox"/> Meeting Volunteer <input type="checkbox"/> 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
PIUG Business Meeting, Sunday, May 5 th , 4:00 p.m. – 5:30 p.m.	<input type="checkbox"/> Yes <input type="checkbox"/> No
First Time Attendee Welcome & Orientation, Sunday, May 5 th , 6:30 p.m.-7:30 p.m.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Welcome Reception, Sunday, May 5 th , 7:30 p.m. – 9:30 p.m.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gala Dinner, Monday, May 6 th , 7:00 p.m. – 10:00 p.m.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meal Requirements? If yes, please circle.	Vegetarian/Vegan Kosher/Gluten Free
Other meal requirements:	
Wheelchair Access Required? <input type="checkbox"/> 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 19 th , 2019.	

REGISTRATION INFORMATION

Registration Deadlines

January 28, 2019	Registration opens
March 22, 2019	Early Bird Deadline
Before March 23, 2019	Refund of registration fee less 10%
March 23 - April 26, 2019	Refund of registration fee less 50%
After April 26, 2019	No refund will be provided
April 27, 2019	Beginning of Onsite Registration Rates

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.