



<b>Meeting Title/Role (Check all that apply)</b> <input type="checkbox"/> Speaker <input type="checkbox"/> Sponsor/ Exhibitor <input type="checkbox"/> Meeting Volunteer <input type="checkbox"/> Board Member
<b>Speaker or Sponsor – Please provide Cell Phone Number:</b> _____
<b>All Attendees - Please provide an Emergency Contact Name &amp; Number below:</b> _____

PROGRAM EVENTS (Included in main registration fee for all meeting registrants)	Plan to Attend
Welcome Reception, Monday, October 26 <sup>th</sup> .	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 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 25<sup>th</sup>, a refund of 90% of the registration fee will be provided. From September 26<sup>th</sup> until October 16<sup>th</sup>, the refund will only be 50%. No refunds will be provided after October 16<sup>th</sup>. All cancellations must be sent in writing to [treasurer@piug.org](mailto: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](mailto:treasurer@piug.org) by 11:59 pm EST on October 16<sup>th</sup>. 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](mailto:treasurer@piug.org) or by calling 1-302-660-3275 with registration-related questions. For questions about sponsorship, contact Ken Koubek ( [Admin@piug.org](mailto:Admin@piug.org) ). For questions about workshops, contact Martha Yates ( [martha.yates@bayer.com](mailto: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.