

**ECR 2005 CONFERENCE
REGISTRATION FEES & CANCELLATION POLICY**

**Conference registration can be made via FAX, POSTAL MAIL OR ONLINE.
Registrations will not be accepted by phone.**

I. REGISTRATION FEES (Payment in full must accompany all registrations.)

A. Pre-Conference Training Sessions (Added Fee)

Attendees may register for up to two half-day training workshops or the full-day PCI Training Workshop. Please DO NOT register for workshops/sessions with conflicting times. Workshops/sessions are scheduled for four hours in the morning or afternoon. A continental breakfast and one box lunch are included in the training fee.

NEW INFO:

Pre-Conference USIECR Roster Member Sessions & Luncheon

Two complimentary roundtable discussions (morning and afternoon) will be offered by the USIECR for Roster Members (RMs) only. RMs may attend both complimentary sessions or create a customized schedule by combining a complimentary half-day Roster Session with a half-day Training Workshop, at the regularly published, added workshop fee.

A special complimentary luncheon will be provided for Roster Members only. Come meet, mingle with and enjoy some time with your fellow Roster and USIECR colleagues. An informal question/answer period will be held during the last half-hour, from 1:00 - 1:30 p.m.

Tuesday, May 24 Training Workshops (AM/PM)
 (10) Half-day workshops; (1) full-day workshop
 Roster Sessions

B. Conference Registration

Participants may sign up for the full conference or single day attendance. All fees are in US dollars. The following activities are included:

Tuesday, May 24 Evening Welcome/Social Dinner Event
Wednesday, May 25 All Plenary, Panel & Roundtable Sessions
 Continental Breakfast, 2 Breaks, Box Lunch, Social Reception
Thursday, May 26 All Plenary, Panel & Roundtable Sessions
 Continental Breakfast, 2 Breaks, Lunch, Closing Reception

REGISTRATION FEES	Advance (01/17/05 - 04/15/05)	Late (04/16/05 - 5/13/05)	On-site Registration Surcharge
Full Conference	\$375	\$425	Add \$50
Single Day Rate	\$225	\$275	Add \$50
Training Workshop *Each Half-Day Session	\$105*	\$125	Add \$25
PCI Full-Day Training	\$175	\$200	Add \$25
Roster Day	N/C		

DEADLINE for receipt of early registration is **APRIL 15, 2005**

DEADLINE for receipt of late registration is **MAY 13, 2005**

ALL registration requests received after **MAY 13, 2005** must be paid for on-site, with additional surcharge fees.

ON-SITE conference registration will be open on Monday, **May 23, 2005** from 5:00 - 9:00 p.m.

The registration desk will be open and staffed **May 24 - 26, 2005** from 8:00 a.m. - 5:00 p.m.

C. Methods of Payment

- Acceptable forms of payment include checks or credit cards.
- Checks must be drawn only on a U.S. bank.
- Include U.S. Institute's federal tax ID number (44-0553243F) on the registration form.
- Special payment requests such as IAG's will be routed to Tina to coordinate with Joan.
- We will not accept Purchase Orders or Government Vouchers.

II. REGISTRATION CANCELLATION & REFUND POLICY

Training Workshops

- Conference organizers may cancel training workshops that do not meet the required minimum number of pre-registrations by **April 15, 2005**. Attendees who have already registered will have the option to select an alternative workshop or request a refund. Refunds will be issued within **30 days** after **May 26, 2005**.
- Training workshop presenters will not be due any fees if a workshop is cancelled on **April 15, 2005** due to an insufficient number of pre-registrations.
- Cancellations for pre-conference training sessions received by **April 15, 2005** will be issued a refund, less a **\$50 administrative fee**. Cancellations after this date will not be refunded, due to advance commitments that must be made to secure trainers.

Conference Registration

- Cancellations received by **May 2, 2005** will be issued a refund, less an administrative fee of **\$75** for Full Conference registration and **\$50** for Single Day registration.
- ALL registration cancellations received after **May 2, 2005** will not be eligible for a refund.
- Substitutions for pre-paid conference registrations must be made by **May 2, 2005**.
- All refunds will be issued 30 days after the conclusion of the conference.

Cancellations must be made in writing by fax or email to:

Medius Events

“Pathways to Successful ECR” – 2005 Conference

100 N. Stone Ave., Suite 1008

Tucson, AZ 85701

Telephone: (877) ECR-2005 or (520) 624-1921 Fax: (520) 624-1922

Email: ECR2005@mediusevents.com

Conference Website: www.mediusevents.com/ECR2005

III. ADDITIONAL TERMS FOR REGISTRATION FORM

Attendees with Disabilities If you have a disability and require special support services, please specify this information in your registration form so that we can make advance arrangements. If you have special room needs or require a barrier-free guest-parking space at the conference hotel, please specify this when making your room reservation with the Hilton Tucson El Conquistador Golf & Tennis Resort.

Attendees with Dietary Constraints

If you have special dietary constraints, please notify the conference organizers at the time of your registration. Every effort will be made to accommodate special needs within reason, if advance notice is given.

Conference Proceedings

Presenters will be asked to upload their presentation materials to the conference website at www.mediusevents.com/ECR2005 either before or shortly after the conference. Attendees can access the presentations at their own convenience and download files for their personal use. File formats posted will be limited to customary word processing documents or PowerPoint presentations. No additional audio, video or CD recordings of proceedings will be offered by conference organizers.