

# Registration Information

Secure online registration is available at [www.arma.org/conference](http://www.arma.org/conference). These numbers correspond to numbers on the registration form:

## 1. General Information

Please fill in completely. Informal name (or first name) will appear on your badge.

**Note:** Membership benefits are not transferable. A member pays member price; a second or third employee of the same organization, if not a member, must pay the non-member price.

## 2. Full Registration

Full registration fees include: Monday through Thursday educational sessions and breaks; U.S. Federal Government Day; general sessions on Monday and Thursday; Monday lunch in Exhibit Hall; Welcome Party on Monday; Expo Monday through Wednesday; and session handouts.

### Free One-year Membership

When you pay the full non-member registration fee, you are entitled to a free association membership for one year.

## 3. Advance Registration

To qualify for the advance rate, **FULL PAYMENT** in U.S. funds must accompany the registration form **postmarked or fax-dated by September 8, 2008**. Member \$899 and non-member \$1149. For purchase orders or government training orders, **regular registration fees will apply** (see below).

## 4. Regular Registration

Regular fees apply to registrations postmarked or fax-dated **after September 8, 2008**, and to on-site registrations at the conference in Las Vegas. It will also apply to accounts that are **not paid in full by September 8, 2008** (such as purchase orders or government training orders). Member \$999 and non-member \$1249.

Purchase orders or government training authorizations must accompany the registration form, must have signature approval, and must include the purchase order number and billing address. The ARMA International EIN number is 23-7080511.

## 5. One-Day Registration

**Monday's** fee includes opening general session, educational sessions, breaks, Expo, and Expo lunch. **Tuesday's** fee includes educational sessions, Thought Leader sessions, breaks, and Expo. **Wednesday's** fee includes educational sessions, U.S. Federal Government Day, Tech Spotlight, breaks, and Expo. **Thursday's** fee includes luncheon, general session, educational sessions, and breaks. Fee is \$450.

## 6. Pre-conference Seminars

See p. 4 and [www.arma.org/conference](http://www.arma.org/conference) for details. Fee for each two-day seminar is \$499 for members, \$599 for non-members. Fee for each one-day seminar is \$349 for members, \$399 for non-members.

## 7. Events Not Included in Registration

Tickets for the awards event on Tuesday night and the association luncheon on Thursday are not included in the full registration. Registrants may purchase tickets here. Cost is \$50 for the awards event and \$30 for the association luncheon. Tickets to the Sunday ICRM Reception, \$25, for registrants and their guests may be ordered here.

## 8. Additional Tickets

Listed events are included in your full registration. You may use this form to buy additional tickets for guests. Education sessions will be **Open Seating** and admittance will be strictly on a first-come, first-served basis.

## Confirmation

You will receive confirmation by e-mail for your registration and payment. This will be your receipt.

## Cancellation

Written cancellations postmarked, e-mailed, or fax-dated by September 19, 2008, will incur a cancellation fee of \$100 U.S. for members, \$250 for non-members. Cancellations postmarked, e-mailed, or fax-dated after September 19 and by 12 p.m. (noon) October 10, will be subject to a penalty of 50 percent of registration fees. There will be no refunds to registrants who do not cancel by October 10 and are "no shows" at the conference. Substitutions are encouraged.

## How to Register

Register using one of the following three methods:

- **ONLINE** with credit card at [www.arma.org/conference](http://www.arma.org/conference)
- **BY MAIL** with check, money order, or signed purchase order payable in U.S. funds to "ARMA International Conference"
- **BY MAIL OR FAX** with credit card number, expiration date, and your signature. Fax to +1 913.341.3742. If faxing credit card payment, do not mail original.

**Note:** Credit card charges will be processed in U.S. dollars, which will be converted to other currencies at the current exchange rates.

No registrations will be taken by phone.

- For conference information, go to [www.arma.org/conference](http://www.arma.org/conference) or call +1 913.341.3808 or +1 800.422.2762 (U.S./Canada).

Make copies for your records, then mail or fax the completed form with check, money order, credit card information, purchase order, or government training authorization to: ARMA International, 13725 West 109th St., Suite 101, Lenexa, KS 66215 USA

## Expo Only Registration

Admission to Expo is Free (\$75 value) but registration is required. Register online or on-site.



# Registration Form

ARMA International 53rd Annual Conference & Expo • October 20-23, 2008 • Las Vegas Convention Center • Las Vegas, NV

## 1. Please Type or Print Clearly (use one form for each registrant)

PROMO CODE: \_\_\_\_\_

Last Name First Name MI Suffix (CRM, etc.)

Informal Name (for badge) ARMA Member No.

Job Title

Organization

Street Address or P.O. Box Number

City State/Prov. ZIP/Postal Code

Country Phone Fax

E-mail (ARMA International does not sell phone numbers or e-mail addresses)

## Registration

2. Full Registration (CIRCLE ONE)	3. Advance Registration (Paid by 09/08/08)	4. Regular Registration (Paid after 09/08/08)	Cost
Member	\$ 899 (U.S.)	\$ 999 (U.S.)	_____
Non-member*	\$1,149 (U.S.)	\$1,249 (U.S.)	_____

\*The full non-member registration fee includes a 1-year association membership. If you prefer to join ARMA International to take advantage of the member conference rate, please go to [www.arma.org](http://www.arma.org).

5. One-Day Registration \$450 \_\_\_\_\_  
Check Day:  Mon  Tues  Wed  Thurs

## 6. Pre-conference Seminars October 18, 19

- ERM: Collaboration for the Information-Centric Enterprise – Oct. 18  
 ERM: Advanced ESI – Oct. 19

Member \$349 \_\_\_\_\_  
Non-member \$399 \_\_\_\_\_

- ERM: Collaboration and Advanced ESI – Oct. 18-19  
 RIM – The Fundamentals – Oct. 18-19  
 Legal Services – Oct. 18-19

Member \$499 \_\_\_\_\_  
Non-member \$599 \_\_\_\_\_

## Other Fees

### 7. Events Not Included in Registration

Sunday ICRM Reception \$25 X \_\_\_\_\_ = \_\_\_\_\_  
Tuesday Night Awards Event \$50 X \_\_\_\_\_ = \_\_\_\_\_  
Thursday Association Lunch \$30 X \_\_\_\_\_ = \_\_\_\_\_

### 8. Additional Tickets

FULL REGISTRANTS will receive one of each of these tickets, but may purchase additional tickets

Monday Lunch in Expo Hall \$25 X \_\_\_\_\_ = \_\_\_\_\_  
Monday Welcome Party \$25 X \_\_\_\_\_ = \_\_\_\_\_

TOTAL \_\_\_\_\_

## Is this your first ARMA conference?

Yes  No

## Indicate Your Industry:

- Federal Government  
 Local/State Government  
 Canadian Government  
 Energy  
 Financial  
 Manufacturing  
 Health  
 Legal  
 Consumer  
 Education  
 Archives  
 Records Management Services  
 Products & Technical Services

## Arrive Early

Education sessions will be OPEN SEATING. The sessions will accommodate large numbers, but admittance will be first-come, first-served.

## Special Needs

Please indicate any special needs (physical or dietary)

- Vegetarian  
 Other \_\_\_\_\_

Emergency contact

Day phone

Evening phone

## Method of Payment

(U.S. funds) EIN: 23-7080511

- Check/Money order payable to  
"ARMA International Conference"  
 Credit Card:  
 MasterCard  Visa  American Express  Discover

Account No.

Exp. Date

Name on Card

Signature

## Purchase Orders

(Regular registration fee applies)

Approved purchase order or government training form attached

PO #

Mail to: ARMA International Conference  
13725 W. 109th St., Suite 101  
Lenexa, KS 66215 USA

Fax to: +1 913.341.3742

If faxing credit card payment, do not mail original. Keep a copy for your records.

## For More Information:

[www.arma.org/conference](http://www.arma.org/conference)  
[hq@arma.org](mailto:hq@arma.org)

Register online for Sedona Conference session and Handout Book.