

REGISTRATION INFORMATION

Secure online registration is available at 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: A member number applies to only one person.

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: Sunday through Wednesday education sessions and breaks; General Sessions on Sunday and Wednesday; Sunday lunch in Exhibit Hall; Welcome Reception on Saturday; Exhibition Sunday and Monday; 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 from date of registration.

3. Advance Registration

To receive the advance discount, FULL PAYMENT in U.S. funds must accompany the registration form **postmarked or fax dated by September 24, 2010**. Member \$899 and Non-Member \$1,149. For purchase orders or government training orders, **regular registration fees** will apply (see below).

4. Regular Registration

Regular fees apply to registrations made **online, postmarked or fax dated after September 24, 2010**, and to onsite registrations at the conference. It will also apply to accounts that are **not paid in full by September 24, 2010** (such as purchase orders or government training orders). Member \$999 and Non-Member \$1,249.

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 Session Pass

Sunday's fee includes Opening General Session, education sessions, breaks, exhibits, and Expo lunch. **Monday's fee** includes education sessions, roundtables, breaks, Expo, and exhibitor reception. **Tuesday's fee** includes education sessions and Association General Meeting. Fee for Sunday, Monday, or Tuesday is \$450. **Wednesday's fee** includes Closing General Session and education sessions. Fee is \$250.

6. Pre-/Post-Conference Seminars

See brochure or website for details. Fee for two-day seminar is \$499 for members, \$599 for non-members. Fee for one-day seminar is \$349 for members, \$399 for non-members.

7. Other Fees

Tickets for the Awards Luncheon on Saturday is not included in the full registration. Registrants may purchase tickets here. Cost is \$30 for the Awards Luncheon.

Tickets to the Sunday ICRM Reception, \$25, for registrants and their guests may be ordered here.

Education sessions will be **OPEN SEATING** and admittance will be strictly on a first-come, first-served basis.

8. Expo-Only Registration

Register here to attend the Expo for free (a \$75 value).

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 October 8, 2010, will incur a cancellation fee of \$100 (US) for members, \$250 for non-members. Cancellations postmarked, e-mailed, or fax dated after October 8 and by 12:00 p.m., October 29, will be subject to a penalty of 50% of registration fees. There will be no refunds to registrants who do not cancel by October 29 and are "no shows" at the conference. Substitutions are encouraged.

How to Register

- ONLINE with credit card at www.arma.org.
- 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 913.341.3742. If faxing credit card payment, do not mail original.

Note: Credit card amounts 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 visit 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 Conference
11880 College Blvd., Suite 450
Overland Park, KS 66210

FAX: 913-341-3742

ARMA2010
SAN FRANCISCO
www.arma.org/conference

REGISTER TODAY! online at www.arma.org/conference

ARMA 2010 REGISTRATION FORM

ARMA International's 55th Annual Conference & Expo • November 7-10, 2010 • Moscone West Convention Center • San Francisco, CA

1. General Information

(Please type or print clearly. One form for each registrant, ALL FIELDS REQUIRED)

Prefix Last Name First Name MI Designation (CRM, etc.)

First Name (as desired on name badge) ARMA Member No.

Job Title

Organization

E-Mail (this will be your online user name and is a required field)

Primary Address: Business Residential

City State/Prov. ZIP/Postal Code

Country Phone/Ext. Fax

Registration Fees (USD)

2. Full Registration (CIRCLE ONE)	3. Advance Registration (Paid by 09/24/10)	4. Regular Registration (Paid after 09/24/10)	Cost
Member	\$ 899	\$ 999	_____
Non-Member*	\$1,149	\$1,249	_____

*The full non-member registration fee includes a one-year association membership. If you prefer to join ARMA International to take advantage of the member conference rate, please visit www.arma.org.

5. One-Day Session Pass

Check Day: Sunday, Nov. 7 Monday, Nov. 8 Tuesday, Nov 9 Wednesday, Nov. 10

\$450 _____

\$250 _____

6. Pre-Conference Seminars – November 5 & 6

2-day Seminar:

Records and Information Management: The Fundamentals - Nov. 5-6

Member \$499 _____

Non-Member \$599 _____

1-day Seminars:

Governance and Compliance in a SharePoint World – Nov. 6

Leveraging GARP® to Achieve Organizational Excellence – Nov. 6

Member \$349 _____

Non-Member \$399 _____

Post-Conference Seminar – November 10 & 11

CRM Exam Prep Seminar, Parts 1-5 – Nov. 10 & 11

Member \$299 _____

Non-Member \$399 _____

CRM Exam Prep Seminar Part 6 – Nov. 11

Member \$249 _____

Non-Member \$349 _____

7. Other Fees

Events Not Included in Registration

Saturday Awards Luncheon – Nov. 6 \$30 X _____ = _____

Sunday ICRM Reception – Nov. 7 \$25 X _____ = _____

8. Expo-Only Registration \$0 _____

Please make checks/money orders payable in U.S. dollars to ARMA International TOTAL _____

Is This Your First ARMA Conference?

Yes No

Please Indicate Your Industry:

- Federal/National Government
- Local/State/Territorial Government
- Energy
- Financial
- Manufacturing
- Health
- Legal
- Consumer
- Education
- Other _____

Special Needs

Please indicate any special needs (physical or dietary)

- Vegetarian Kosher Halal Gluten Free
- Other: _____

Emergency Contact _____

Phone Number _____

Method of Payment (USD)

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 _____

Accounts Receivable

(Regular fee applies)

Approved purchase order or government training form attached

PO No. _____

Mail to: ARMA International Conference
11880 College Blvd., Suite 450
Overland Park, KS 66210 USA

Fax to: +1 913.341.3742

If faxing credit card payment, do not mail original. Keep a copy for your records. Forms accompanied by signed purchase/training orders may be faxed to the attention of the Education Department. Customer service: +1 800.422.2762.

For More Information

www.arma.org or conference@armaintl.org

For Office Use only	
New ARMA ID _____	
Date Received _____	Check # _____
Date Processed _____	Staff Initials _____