

PAYMENT is due two weeks prior to the forum. If payment has not been received two weeks before the forum, a credit-card hold, training form or purchase order will be taken to ensure your space.

GROUP DISCOUNTS: Four or more attendees, registering together, enjoy a savings of at least \$2,025! Register three attendees and the fourth registrant is FREE! Note to small departments—register together with your colleagues from another organization and receive the same group discount. Group discounts may be spread across A.L.I. events. The free registrant must be of equal or lesser value.

VENDOR ATTENDANCE: We have a variety of sponsorship opportunities for vendors, and we are happy to work on creating a package that makes sense to you and your organization. Without purchase of an exhibit table or sponsorship package, vendors will not have access to the attendee contact list.

A.L.I. PAST ATTENDEE DISCOUNT: Earn conference attendance bonuses as you benchmark with other organizations. As a past A.L.I. conference attendee, receive a \$200 discount off your next A.L.I. conference.

CANCELLATION POLICY: You may make substitutions at any time; please notify us as soon as possible. If you cancel (in writing) more than two weeks prior to the conference a refund will be provided less a \$295 administration fee. Registered delegates who do not attend or who cancel two weeks prior to the conference or less will be issued a credit memo. Credit memos will be valid for one year from date of issuance and can be used by anyone in your organization.

PROGRAM CHANGES: A.L.I. reserves the right to make changes in programs and speakers, or to cancel programs if enrollment criteria are not met or when conditions beyond its control prevail. Every effort will be made to contact each enrollee if a program is canceled. If a program is not held for any reason, A.L.I.'s liability is limited to the refund of the program fee only.