



**REGISTRATION FORM • 2019 AILA LAW PRACTICE MANAGEMENT CONFERENCE AND WEBCAST
OCTOBER 17, 2019 • AILA NATIONAL OFFICE • WASHINGTON, DC**

Registration Information (please print) One registration form per person. Registration is non-transferrable. Please photocopy this form as necessary.

Name		AILA Member #
Firm		
Address		
City	State	Zip Code
Phone	Fax	
E-mail		
State(s) for CLE Credit (U.S. only)		
Bar#		

You must report attendance via webCLE in order to receive CLE credits.

If you need ADA assistance, please e-mail conferences@aila.org with your special needs no later than October 3, 2019.

Attention Non-Attorneys: All registrations are subject to approval. Attendance at AILA conferences and seminars is solely restricted to AILA members and their employees, government employees, and nonmember attorneys. Non-attorney attendance is limited to the employees of AILA members in good standing, to HR professionals who have an AILA member reference, employees of accredited educational institutions providing support to international student and scholar services at their employing institutions, and accredited representatives under 8 CFR §292.2. AILA will reject conference registrations from persons who provide representation without authorization in violation of 8 CFR §292.1, such as for-profit "immigration consultants" and "notarios." Please sign below as proof of compliance with the above restrictions:

Signature: _____

Conference Fee		
Registration Fees (Check One, In-Person or Webcast)	Early-Bird Rate (through Oct. 3, 2019)	Advance/Onsite Rate (after Oct. 3, 2019)
<input type="checkbox"/> In-Person		
<input type="checkbox"/> Webcast —Must register by 12:00 pm ET on October 14, 2019.		
<input type="checkbox"/> AILA Members	\$475	\$575
<input type="checkbox"/> AILA Members' Paralegals	\$475	\$575
<input type="checkbox"/> AILA Nonprofit Members	\$325	\$425
<input type="checkbox"/> AILA Law Student Member ²	\$275	\$375
Member's Name: _____		
<input type="checkbox"/> Nonmember Attorney	\$675	\$775
<input type="checkbox"/> Nonmember Nonprofit ¹	\$495	\$595
<input type="checkbox"/> Nonmember Law Student ²	\$375	\$475
<input type="checkbox"/> Other Nonmember (please specify): _____	\$675	\$775
TOTAL		

Payment Information

- Check enclosed payable to AILA or please charge my:
 MasterCard Visa American Express Discover

Card#:	
Exp. Date:	CVV:
Name on Credit Card:	
Signature:	

I understand that AILA will collect and store the data provided on this form to register me for the above conference, to include me on the conference attendee list, and to provide me with information on AILA products and services. I may limit dissemination of information by AILA by updating communication preferences in my personal record at <http://www.aila.org/myaila>.

I understand that AILA is based in the United States and that the European Commission does not consider United States laws to provide an adequate level of data protection. If I am a resident of a country of the European Union, I understand that my consent is the lawful basis for transfer of my personal data to the United States and that I can withdraw my consent at any time. I also understand that the transfer of my personal data to the United States in the absence of adequate protection and without safeguards deemed appropriate by the European Commission may pose certain risks, including that United States law may not provide for data processing principles, data subject rights, or enforcement of those rights analogous to those in the European Union. For a full description of AILA's data collection and privacy policy, visit <http://www.aila.org/privacy-policy>.

Notice: All registrations and reservations are subject to acceptance. Registrations and reservations received without payment will be returned. Registrations are NOT transferable and cannot be split among conference attendees. Any and all liability of AILA with respect to registration, reservations, cancellations, changes in the location or content of the program, and refunds is limited to a sum no greater than the registration fee paid. Under no circumstances shall AILA be liable for incidental or consequential damages of any kind, including, but not limited to, the cost of transportation or lodging. Submission of registration and payment constitutes acceptance of the terms and conditions herein.

Cancellation Policy: Cancellations received by October 3, 2019, entitle registrants to a full refund (less \$50 processing fee). Cancellation requests will not be accepted after October 3, 2019, but the conference materials will be made available to all registrants in their AILA Agora Digital Libraries. Exceptions to the cancellation deadline will be made for emergencies and valid medical issues submitted with supporting documentation. All cancellations must be in writing or email to conferences@aila.org.

Cancellation Policy (Webcast): No cancellation requests will be accepted after October 3, 2019. All cancellations must be in writing or email to conferences@aila.org.

**Please return the completed registration form by the deadline date with payment to:
American Immigration Lawyers**
 PO Box 4062, Washington, DC 20042-4062
 Phone: (202) 507-7600 Fax (202) 318-8345
 or visit agora.aila.org to register online.

WEB

¹ A separate signed statement certifying full-time employment by a nonprofit agency must be attached.
² A separate signed statement must be attached indicating the law school at which you are enrolled with expected date of graduation.