



# Registration

## 2016 AALS Annual Meeting

### Section on Institutional Advancement

The Institutional Advancement registration fee includes admission to only Section on Institutional Advancement sessions, the Exhibit Hall, and the Institutional Advancement Sunday, January 10 Luncheon. Law school professional staff attending only the Institutional Advancement program are eligible for and this reduced registration rate, but law school faculty are not eligible for this fee.

Institutional Advancement professionals who would like to attend any other Annual Meeting events, including the AALS Opening Plenary or Opening Reception, should pay the full registration fee and use the regular registration form.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--

Middle Initial

#### Registrant Information

Badge Name *(if different from above)*

Law School/Organization

City State

Email

Secondary Email (for additional confirmation)

#### Registration Rates

By  
Nov. 20

After  
Nov. 20

Member & Fee-Paid Law Schools:  
Institutional Advancement

\$405

\$430

Non-Member Law Schools:  
Institutional Advancement

\$440

\$465

#### PAYMENT AMOUNT

Which track will you primarily attend?

Alumni  Communications  Development

#### Events/Sessions You Plan to Attend

I plan to attend the following events *(no extra charge)*:

Friday IA Reception [5455]

Saturday IA program sessions [6210]

Sunday IA program sessions [7080]

Sunday IA Section Luncheon [1416IA]

Vegan/Vegetarian meal option  
**(no dairy, animal products, gluten, or nuts.)**

**Please complete all of this section. Credit cards cannot be processed if all information is not provided.**

Print name on credit card: \_\_\_\_\_

CREDIT CARD #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

American Express  MasterCard  Visa

I authorize this charge on my credit card.

Signature of cardholder: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ (required)

• **Paying by Credit Card?** Complete this form and fax to (202) 872-1829 or mail to the address below.

• **Paying by Check?** Make payable to AALS in U.S. Dollars and mail, with this form, to: 1614 20th Street NW, Washington, DC 20009

**All Forms Must Arrive at AALS by December 15, 2015**

Online registration is open until 1 pm (EST) on January 5, 2016.

Onsite registration will be available for an additional fee



# Registration

## 2016 AALS Annual Meeting

### Annual Meeting Registration

Each faculty or staff member should complete a separate registration form and meeting registration fee. The registration fee includes admission to all AALS programs, except those paid events listed below. Speakers and attendees who attend any sessions at the Annual Meeting are required to pay the registration fee. Visit our homepage for more information about the Annual Meeting.

### Online Registration

You may [register online](#) using our secure system. We accept American Express, Visa, and MasterCard as payment for registration fees and ticketed events.

### Registration Form

This form can be returned to AALS by fax or regular mail, and payment methods include check (made out to: *Association of American Law Schools*), American Express, MasterCard, or Visa. Fax to (202) 872-1829 or mail to 1614 20th Street NW, Washington, D.C. 20009. Please note that, to comply with Payment Card Industry Association standards, we no longer accept registration submissions through email.

### Institutional Advancement Professionals

This registration is limited to law school professional staff attending the Section on Institutional Advancement program, and no other Annual Meeting programs or events. To register for this program only please use the Institutional Advancement registration form, or register online.

### Spouse/Significant Other

A spouse or significant other is welcome to attend AALS programs at no additional fee, as long as they 1) are not law school faculty/staff/retired members or law school students and, 2) are properly registered through AALS for the conference. Some programs with additional fees are open to spouses and significant others with the purchase of an additional ticket, while others are limited to law school faculty and staff.

### Registration Confirmation and Hotel Reservation Process

After registering you will receive a registration confirmation and a hotel reservation email. The hotel reservation email will include housing information and instructions, including a link to book reservations online. Registration forms are processed when payment is received, and hotel registration information cannot be released before registration has been completed. For general information on the conference co-hotels please visit the Annual Meeting Housing [webpage](#).

### Access-Related Accommodations

For information on access-related accommodations please visit the Annual Meeting Accessibility [webpage](#). Contact the AALS at [accommodations@aals.org](mailto:accommodations@aals.org) no later than December 6, 2015 so we may assist with services you need.

### Cancellation Policy

All fees will be refunded less a \$25 processing fee for written cancellations received by December 15, 2015, at [registration@aals.org](mailto:registration@aals.org). Refunds will not be given for cancellations received after December 15.

### Ticketed Events

Ticketed events are limited to 1 ticket per registrant, with the option to purchase a second if a spouse or significant other is also attending. However, Section Field Trips have a limit of only 1 ticket per registrant. An additional ticket for a spouse or significant other may be available for purchase onsite at the registration desk, depending on availability.

### Section Meal Events

Space for meals is limited and so it is a good idea to purchase your tickets as far in advance as possible. Tickets will be for sale on-site until the close of business the day before each meal is scheduled to be held, subject to availability. To remain compliant with Payment Card Industry Association standards no tickets will be sold at the door of ticketed events.

Thursday, January 7	Code	Price
Property Law Breakfast	1401	\$55
State and Local Government Law Breakfast and Business Meeting	1402	\$55
East Asian Law & Society Luncheon	1403	\$85
Legal Writing, Reasoning and Research Luncheon	1404	\$85
Student Services Luncheon	1405	\$85
Environmental Law Field Trip	1450	\$75
International Law Field Trip	1451	\$90
Friday, January 8	Code	Price
Federal Courts Breakfast	1406	\$55
Graduate Programs for Non-U.S. Lawyers and International Law Joint Breakfast	1407	\$55
Clinical Legal Education Luncheon	1408	\$85
Labor Relations and Employment Law Boxed Luncheon	1409	\$65
Law Libraries and Legal Information Boxed Luncheon	1410	\$65
Minority Groups Luncheon	1411	\$85
Saturday, January 9	Code	Price
Indian Nations and Indigenous Peoples Breakfast	1412	\$55
Criminal Justice and Evidence Joint Luncheon	1413	\$85
Socio-Economics Boxed Luncheon	1414	\$65
Women in Legal Education Luncheon	1415	\$85
Sunday, January 10	Code	Price
Institutional Advancement Luncheon and Business Meeting	1416	\$85