

REGISTRATION

Nashville Annual Conference

SLA presents the 2004 Annual Conference with the generous support of Factiva, LexisNexis, Dialog, and CAS

Before completing the registration form, please read the following information. Please print clearly or type all information when filling out the attached registration form. Fill in all requested information completely. Failure to provide full and accurate information will delay the process of your registration.

1) Please Print My Badge to Read:

This information is for printing your badge only. Please list your preferred first name - this may be a nickname or your complete first name. Please provide your organization's full name and, finally, the city, state/province, and country where you work.

2) Contact Information:

Please provide us with an e-mail address, fax number, phone number, and a preferred mailing address so we may confirm your conference registration.

Note: If you have changed your address, we encourage you to visit the SLA Web site at <http://www.sla.org/content/memberonly/index.cfm> to update your record.

If this is your first SLA annual conference, or you are a **speaker, moderator, panelist, or facilitator, please check the appropriate box.**

*There will be a special "introductory reception" for first-time attendees on Sunday, June 6, at 2:30-4:00 p.m. Check the program for more details. Please check the appropriate box if this is your first SLA conference.

3) Ticketed Event Orders:

List the ticketed event numbers in the columns on the registration form.

Continuous Education (CE) Courses:

Please fill out this section carefully. **You are responsible for scheduling conflicts.** Provide the ticket event number, course duration, and cost in the space provided. It is important to note your first choice and an alternate choice in the space provided. In the event that your first choice is full, we will make every effort to place you in your alternate choice course. In order to avoid possible delays, please supply all of the requested information.

Conference Ticketed Events:

Please fill out this section carefully. **You are responsible for scheduling conflicts.** Insert the event number and number of tickets for each event with the subtotals in the far right column. SLA will not maintain a waiting list for those events that sell out. Please check the ticket exchange board at conference.

4) Registration Fee:

Fill in the appropriate registration fee amount in the far right column. Fees are payable in U.S. dollars only. Registrants will receive written confirmation. Your confirmation serves as your receipt. Please keep a copy for your records as no additional receipts will be issued.

One-day registrants are asked to circle the day in the space provided.

*Member "Early Bird" (by May 1)	\$275.00
*Member (after May 1)	\$325.00
*Member One-Day (circle app. day)	\$225.00
Student/Retired	\$100.00
Nonmember	\$455.00
Nonmember One-Day	\$300.00

* SLA member rates apply to members of Special Libraries Association and other participating library associations. See form for listing.

Great News for Nonmembers!

SLA is pleased to announce that any individual registering as a Full-Conference Nonmember will automatically be awarded a one-year membership in SLA, a bonus offer worth \$125. To accept our offer, please check the "accept" box on the registration form. Declining this membership offer does not reduce the stated nonmember registration fee of \$455. Offer does not apply to One-Day Nonmember registrations.

5) Total Amount Enclosed:

Please enter the total calculated amount from all of the above entries. **Payment should reflect conference fees only. Payment should be made in U.S. dollars only.** Payment must be received in order for the registration to be processed. Payment for any other SLA products and services should be sent to SLA under separate cover. Make all checks payable to: Special Libraries Association.

To better serve our members, ExpoExchange will process all conference registrations. Please note the mailing address, phone and fax numbers.

Mail payment and conference registration form to:

Special Libraries Association
c/o ExpoExchange
PO Box 3379
Frederick, MD 21705-3379, USA

Dates

Envelopes must be postmarked by May 1, 2004, to qualify for the "Early Bird" registration fee. **All registrations postmarked after May 1, 2004, are considered and handled as regular registrations.** Credit card registrations may be faxed to ExpoExchange at 1-301-694-5124. **To avoid double billing, faxed registrations should not be followed up by mail.** Registration forms or payments received after May 21, 2004, may be returned unprocessed - you must register and pay onsite after May 21, 2004.

Refunds/Cancellations

Full refunds for conference registration fees, continuous education courses, and ticketed events will be made only if cancellation is received in writing and postmarked on or before May 15, 2004. Cancellations received and postmarked between May 16, 2004, and May 31, 2004, will receive a refund of 50 percent of their registration fees. **No refunds will be issued for cancellations received after May 31, 2004.** This includes refunds due to illness, late arrival, weather conditions, and/or other travel difficulties. Credit balances and/or uncashed refund checks may not be used to purchase additional items on site.

Americans with Disabilities Act

Please write the director, SLA conferences and meetings, for special requests regarding physically challenging barriers in attending the annual conference. Individuals requiring special meals due to medical, religious, or dietary restrictions are requested to write the director, SLA conferences and meetings, indicating which events the attendee plans to attend and detailing restrictions.

SLA ANNUAL CONFERENCE

June 5-10, 2004 • Nashville, TN, USA

1) Please Print My Badge To Read:

(Preferred First Name/Nickname)

(Full Name)

(Organization: no acronyms, please)

(City, State/Province)

(Country)

2) Registration Mailing Address:

(Member ID from mailing label)

(Organization: no acronyms, please)

(Department)

(Street Address)

(City, State/Province & ZIP/Postal Code)

(Country)

(Daytime Phone)

(Daytime Fax)

(Email Address)

This will be my first SLA annual conference

I am a Speaker/Moderator/Panelist/Facilitator

3) Ticketed Event Orders:

Continuing Education (CE) Courses: You are responsible for scheduling conflicts. Please fill out this section carefully.

Ticketed Event Number *CE Course Duration* *Cost*
F = Full Day; H = Half Day

Saturday, June 5, 2004

CE Course # _____	F	H	\$ _____
Alternate _____	F	H	\$ _____
CE Course # _____	F	H	\$ _____
Alternate _____	F	H	\$ _____

Sunday, June 6, 2004

CE Course # _____	F	H	\$ _____
Alternate _____	F	H	\$ _____
CE Course # _____	F	H	\$ _____
Alternate _____	F	H	\$ _____

• Other ticketed Events (Tours must be purchased on a separate order form):

Event # _____	X	= \$ _____
Event # _____	X	= \$ _____
Event # _____	X	= \$ _____
Event # _____	X	= \$ _____
Event # _____	X	= \$ _____

4) Registration Fee:

Member "Early Bird" (by May 1)	\$275.00	\$ _____
Member (after May 1)	325.00	\$ _____
Member One Day: <u> S M T W </u>	225.00	\$ _____
Retired/Student	100.00	\$ _____
	(Circle Day)	

Great News for Nonmembers! SLA is pleased to announce that any individual registering as a Full-Conference Nonmember will automatically be awarded a one-year membership in SLA, a bonus offer worth \$125. To accept our offer, please check the "accept" box below.

Accept Decline

Nonmember	\$455.00	\$ _____
Nonmember One Day: <u> S M T W </u>	300.00	\$ _____
	(Circle Day)	

Member rates apply to members of the following associations. Please circle the appropriate one and include your membership number.

Am. Society for Info. Sci. and Tech. (ASIST);
Art Libraries Society of North Am. (ARLIS/NA); Assoc. of
Independent Info. Professionals (AIIP); Canadian Assoc. of
Law Librarians (CALL); Medical Library Assoc. (MLA); The
Society of Competitive Intelligence Professionals (SCIP)

(Membership Number)

5) Total Amount Enclosed:

Please enter the total calculated amount from all of the above entries. Fees are payable in U.S. dollars only. Please make checks payable to: Special Libraries Association.

Total Amount Enclosed: \$ _____

Or charge my credit card:

(Card Number)

(Name as It Appears on Card)

(Expiration Date)

(Signature)

Registrations and payments received after May 21 will be processed onsite.



Special Libraries
Association
www.sla.org

Special Libraries Association
c/o ExpoExchange
PO Box 3379
Frederick, MD 21705-3379, USA
Tel: 301-694-5243
Fax: 301-694-5124

**Questions on or changes to your registration?
Call ExpoExchange at 301-694-5243**

Special Note: To better serve conference attendees, SLA will provide exhibitors with a pre-registration list (upon request) thereby enabling you to be notified beforehand of special offers made by our exhibitors.

Please refer to the Refund/Cancellation Policy for cancellation procedures and deadlines. Individuals requiring special meals should contact SLA Conferences and Meetings no later than May 4, 2004, to make arrangements.