

ICKM & ASIS&T Combined 2018 Annual Meeting
Early Bird Registration Form (good through Monday, October 1, 2018)
9 - 10 November, Vancouver, Canada

First Name: _____ Last Name: _____

Mr. Ms. ASIS&T Member # _____ Nickname (Badge): _____

Organization: _____

Mailing Address (for receipt): _____ City: _____

State/Province _____ Zip/Postal Code: _____ Country: _____

Telephone: _____ E-Mail: _____

Is this your first ICKM meeting? Yes No

Dietary Needs? Vegan Vegetarian Kosher Gluten Free (Please select ONLY one choice)

THE FOLLOWING RATES IN EFFECT THROUGH MONDAY, OCTOBER 1, 2018 FOR RATES AFTER MONDAY, OCTOBER 1, 2018 VISIT WWW.ASIST.ORG/EVENTS/ICKM

REGISTRATION CATEGORIES:	Please Circle the Appropriate Amount(s)			
	MEMBER*		NON-MEMBER	
	Professional	Student	Professional	Student
ICKM & ASIS&T Full Conference**	\$920	\$485	\$1,115	\$585

*Registrant must be a member of ASIS&T at the time of registration as well as the time of the meeting in order to qualify for the member registration rate.

**10% discount has already been deducted for the combined conference registration.

ASIS&T MEMBERSHIP \$140 Professional \$40 Student

PAYMENT INFORMATION: (All fees must be paid in full with this registration form)

Check #: _____ (Payable to ASIS&T) American Express MasterCard Visa

Card Number: _____ Expires: _____ CVV: _____

Signature: _____

Additional Information

Registration Confirmation & Payments

Within 48 hours of receipt of your paid registration, ICKM & ASIS&T will send you a detailed e-mail message confirming that you have registered and paid for the conference and/or any courses or workshops. This confirmation will also serve as your receipt of payment. Please contact ICKM/ASIS&T if you do not receive this email.

Cancellations & Refunds

Cancellation and refund requests must be received in writing by e-mail or mail by Friday, 12 October, 2018, and are subject to a \$75 cancellation fee. Refunds will typically be issued in the same manner in which payment was made and may take up to four weeks after the conference ends. ICKM & ASIS&T reserves the right to apply any additional bank fees required to issue a refund by wire transfer. No refunds will be made after Friday, 12 October, 2018 for reasons other than death in the immediate family, hospitalization of the registrant or immediate family member, and failure to obtain a visa (additional conditions apply, see below). Documentation for these situations is required before a refund will be processed.

ICKM & ASIS&T is not responsible for problems beyond its control such as (but not limited to) travel disruptions due to weather, carrier issues or labor actions, or issues entering the country during travel. No refunds will be given in these situations.

Important Note for Failed Visa Applications

Individuals requesting a refund due to a failed visa application must submit a written request along with documentation no later than Monday, October 29, 2018. Cancellations received after this cut-off time will not be eligible for refund.

Attendees Needing Assistance

ICKM & ASIS&T is committed to ensuring that no attendee with a disability or needing any assistance is excluded, denied services, segregated or otherwise treated differently from other conference attendees because of the absence of an auxiliary aid or service. If you are in need of such an aid or service as outlined in the Americans with Disabilities Act, please contact ASIS&T/ICKM headquarters at +1.301.495.0900 x1500 or meetings@asist.org.

Annual Meeting Code of Conduct

The ICKM & ASIS&T community is diverse and inclusive, and this meeting is intended to be enriching and safe for everyone who attends. We expect all attendees, speakers, sponsors, and volunteers to treat everyone else respectfully, regardless of race, religion, gender, sexual orientation, disability, physical appearance, opinion, or national origin. Harassing behavior, such as offensive verbal comments, deliberate intimidation, sustained disruption of talks, or unkind feedback will not be accepted. If you feel you are being harassed, notice that someone else is being harassed, or have any other concerns, please notify the conference staff, who will assist you to ensure you feel safe and that the issue is resolved. ICKM & ASIS&T reserves the right to take any action deemed necessary to enforce this code of conduct. It is our collective responsibility to foster a safe and inclusive environment for all.

Authorization for Use of Image, Name, and Other Likeness

By attending the 2018 ICKM & ASIS&T Annual Meeting or entering in the facility in which the 2018 ICKM & ASIS&T Annual Meeting takes place, you agree that ICKM & ASIS&T and/or third parties authorized by ICKM & ASIS&T may photograph or record your likeness, image, name, voice, and/or words, and may publish, display, reproduce, copy, and distribute your likeness, image, name, voice, and/or words for promotional, educational, or membership activities worldwide in all forms of media now known or later developed, including but not limited to advertising, training, websites, presentations, and marketing materials. You further acknowledge that ICKM & ASIS&T and/or third parties authorized by ICKM & ASIS&T shall have the right, but not the obligation, to identify you in connection with such media by name and/or affiliation.