

# EARLY BIRD AND ADVANCE REGISTRATION & HOUSING INFORMATION



## REGISTRANT INFORMATION:

All mailings concerning the Annual Conference will be sent to you at the address you provide below:

Mr.    Ms.    Mrs.    Dr.    I am a first time registrant of the  
ALA Annual Conference

Member Number \_\_\_\_\_

Name: First \_\_\_\_\_ Last \_\_\_\_\_

Position/Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

The above mailing address is:    home    work

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Attendees may receive exciting advance information from exhibitors like invitations, contests and other hot news.

**COUNT ME IN!**    yes    no

## BADGE INFORMATION:

Complete the information below, abbreviating as needed. Write clearly and please do not exceed the maximum characters.

First Name \_\_\_\_\_  
(15 characters)

Last Name \_\_\_\_\_  
(15 characters)

Title \_\_\_\_\_  
(40 characters)

Institution/Organization \_\_\_\_\_  
(25 characters)

City \_\_\_\_\_ State \_\_\_\_\_  
(25 characters)

**If you have a physical or communication need** that may affect your participation in conference activities, please contact Conference Services at the email given below. We cannot ensure the availability of appropriate accommodations without prior notification of need.

I have a special physical or communications need and will contact Yvonne McLean at ymclean@ala.org to discuss accommodations no later than April 25, 2014.

## ORGANIZATIONAL MEMBERS:

Employees of ALA Organizational Members will get a special discounted rate off the non-member rate if they register together. This attractive rate: (Early Bird–\$275, Advance–\$300 and On-Site–\$360) is available if four or more employees register at the same time. Purchase orders, checks or credit cards will be accepted. For more information contact ababcock@ala.org.

## INSTRUCTIONS

Both pages must be completed and returned with payment (US funds) or credit card information, postmarked or electronically submitted by March 3, 2014 to receive the Early Bird rates. Forms postmarked after March 3, 2014 will be processed at the Advance rate.

## THREE WAYS TO ADVANCE REGISTER

**By mail:** Send form and payment to:  
ALA Registration Department  
c/o CompuSystems  
PO Box 6271  
Broadview, IL 60155-6271

**Make checks to:** American Library Association

**By fax:** If you pay with a credit card you may fax your completed registration form 24 hours a day to 708-344-4444. Note: Do not mail form if previously faxed. Send fax only once.

**Online:** Access the ALA 2014 Annual Conference homepage at [www.alaannual.org](http://www.alaannual.org) and select "Registration." Non-members and former members are invited to join ALA at [www.ala.org/membership](http://www.ala.org/membership) prior to registering for maximum savings.

**Cancellation policy:** Written requests for refunds must be postmarked by May 2, 2014. Cancellation of registration will result in a handling fee of \$25 for each item cancelled. No phone cancellations. No refunds after May 2, 2014. No refunds given for "Exhibits Only", badges. Refunds will be processed after the Annual Conference.

## PLEASE COMPLETE THE SURVEY BELOW

### 01 PRINCIPAL PRODUCT INTEREST

- 01 Book, Periodicals, Documents
- 02 Library Automation
- 03 Equipment, Furniture, Shelving
- 04 A/V Equipment/Materials
- 05 Services
- 06 Other Products and Services

### 02 PURCHASING DECISION-MAKING ROLE

- 01 Final
- 02 Specify
- 03 Recommend
- 04 No Role
- 05 Don't Know

### 03 PURCHASING PLANS NEXT 12 MOS.

- 01 \$0-49,999
- 02 \$50-99,999
- 03 \$100-249,999
- 04 \$350-499,999
- 05 \$500-999,999
- 06 \$1 million +
- 07 Don't Know

### 04 OPERATING EXPENDITURES

- 01 \$0-499,999
- 02 \$500-999,999
- 03 \$1 mil-1,999,999
- 04 \$2 mil-4,999,999
- 05 \$5 mil +
- 06 Don't Know

### 05 PLEASE SELECT ANY OF THE FOLLOWING THAT DESCRIBES YOU:

- 01 Blogger  
(Topic: \_\_\_\_\_)
- 02 Educator
- 03 Bookseller
- 04 Librarian
- 05 Library Staff
- 06 Other Allied Professional:  
\_\_\_\_\_

# 2013 ALA ANNUAL CONFERENCE & EXHIBITION



EARLY BIRD DEADLINE IS MARCH 3, 2014—ADVANCE DEADLINE IS JUNE 20, 2014

NAME \_\_\_\_\_ MEMBER NUMBER \_\_\_\_\_

## 1. ANNUAL CONFERENCE REGISTRATION:

Please check off your selection and insert the appropriate fee in "Amount Enclosed."

REGISTRATION TYPE	EARLY BIRD BY 3/3	ADVANCE BY 6/20	AMOUNT ENCLOSED
ALA Personal Member*	<input type="checkbox"/> \$235	<input type="checkbox"/> \$250	\$
ALA Division Member*	<input type="checkbox"/> \$230	<input type="checkbox"/> \$245	\$
ALA Retired Member	<input type="checkbox"/> \$200	<input type="checkbox"/> \$215	\$
ALA Student Member*	<input type="checkbox"/> \$110	<input type="checkbox"/> \$135	\$
Non-Member <i>Nonmembers and former members are invited to join ALA at <a href="http://www.ala.org/membership">http://www.ala.org/membership</a> prior to registering for maximum savings.</i>	<input type="checkbox"/> \$325	<input type="checkbox"/> \$350	\$
Exhibits Only Badge <i>(Includes access only to the exhibits)</i>	<input type="checkbox"/> \$35	<input type="checkbox"/> \$35	\$
One Day Full Conference**	<input type="checkbox"/> \$155 <i>Select day: FRI SAT SUN MON</i>		\$
One Day Student & Retired Full Conference**	<input type="checkbox"/> \$100 <i>Select day: FRI SAT SUN MON</i>		\$

\*must show proof of ALA membership

\*\*must show proof of ALA library student membership

TOTAL FROM SECTION 1: \$ \_\_\_\_\_

## 2. PRECONFERENCES AND SPECIAL EVENTS:

Include the event code found online, the price of your event and the number of tickets you wish to purchase, then put the final amount in the "Amount Enclosed" column. Add up all your events and put that amount in the "Total from Section 2" column. Please print clearly.

EVENT CODE	PRICE PER TICKET	# OF TICKETS	AMOUNT ENCLOSED
	\$	x	= \$
	\$	x	= \$
	\$	x	= \$
	\$	x	= \$

TOTAL FROM SECTION 2: \$ \_\_\_\_\_

ADD THE TOTAL FROM SECTIONS I AND II ABOVE, AND ENTER HERE:

TOTAL AMOUNT ENCLOSED:

### PAYMENT INFORMATION:

Check the type of payment enclosed:

Check    Visa    Mastercard    American Express

Your payment indicates that you agree to the terms to the right.

Credit Card Number \_\_\_\_\_

Expiration Date  
*(Must be 6/14 or after)*

Cardholder Signature \_\_\_\_\_

### PLEASE NOTE

**Cancellation Policy:** Written requests for refunds must be post-marked by March 3, 2014. Cancellation of registration will result in a handling fee of \$25 for each item cancelled. No phone cancellations. No refunds after March 3, 2014, no exceptions. No refunds given for "Exhibits Only" badges. Refunds will be processed after the annual conference.

**Photos/Video:** Attendance at this event constitutes permission for your photograph or video to be taken at the event and used for ALA purposes.

# HOUSING REQUEST FORM



**DEADLINE FOR SUBMISSION : MAY 1, 2014**

**ANNUAL REGISTRATION ID:** \_\_\_\_\_

## INSTRUCTIONS: You must be registered for the Conference to register for housing.

Please complete this form in its entirety to insure speedy processing. All hotels require a one night + tax credit card guarantee to hold your room. Reservations are not guaranteed until onPeak has a credit card on file. **DO NOT SEND DUPLICATE FORMS**—If sharing room(s) designate one person to send request. Be sure to include your e-mail address. Reservations can also be made or changed by visiting [onpeak.com/ala](http://onpeak.com/ala) or by calling 800-584-9047.

## CONFIRMATION WILL BE SENT TO:

Last name of person requesting rooms and confirmation \_\_\_\_\_ First Name \_\_\_\_\_  
Name of Company or Firm \_\_\_\_\_  
Street Address or P.O. Box number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_  
Country \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email (*please print clearly to receive electronic confirmation*) \_\_\_\_\_  
Arrival day/date \_\_\_\_\_ Departure day/date \_\_\_\_\_

## OCCUPANT(S)

Please do not duplicate. If sharing a room, designate one person to complete form.  
Print last name first

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_

## HOTEL CHOICES

Please print name and number of hotel as listed on Hotel Locator Map

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_  
5 \_\_\_\_\_ 6 \_\_\_\_\_

*Smoking Room Requested: All rooms are considered non-smoking rooms unless otherwise requested. Please check to ensure the hotels you have requested have smoking rooms available if selecting this option.*

## ROOM PREFERENCE

Bedding requests are based on availability. Every effort will be made to accommodate requests.

- Single (one person/one bed)
- Double (two people/one bed)
- Double/double (two people, two beds)
- Triple (three people/1-2 beds)
- Quad (four people/two beds)
- Requires ADA accessible room
  - Mobility
  - Hearing impaired
  - Visually impaired

## IMPORTANT NOTES

- Rooms are assigned on a "first come/first served" basis and room availability for your arrival/departure.
- Failure to check into your hotel on the scheduled date of your arrival will result in the cancellation of your reservation and a charge equal to one night's room and tax to the credit card used to guarantee your reservation.
- All changes and/or cancellations prior to June 5th must be made through onPeak, ALA's official housing provider.
- Reservations are not guaranteed until onPeak has a credit card on file.

**MAIL FORM TO:**  
onPeak LLC  
Attn: ALA Annual 2014  
350 North Clark Street, Suite 200  
Chicago, IL 60654

**EMAIL FORM TO:**  
[ala@onpeak.com](mailto:ala@onpeak.com)

## CREDIT CARD GUARANTEE —FIRST NIGHT+TAX

Please guarantee my reservation to (check one):  Check  Visa  Amex  Mastercard  
*(credit card included below for room guarantee only)*

Card Number \_\_\_\_\_ Expiration Date (*must be 6/14 or after*) \_\_\_\_\_  
Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please make checks payable to onPeak*

**2013 ALA ANNUAL CONFERENCE & EXHIBITION**  
**ALA MEMBER LIBRARY GROUP RATE**  
**REGISTRATION & HOUSING FORM**



**MEETING REGISTRATION FEES FOR GROUPS OF 4 OR MORE**

Four or more employees of ALA organizational members will get a discounted rate of Early Bird-\$275 and Advance-\$300. Please fill out ONE of this page and as many as needed of page 1 and 3.

**RATES:**

Exclusive pricing for ALA Member Libraries and Non-Profits:

<b>EARLY BIRD BY 3/3</b>	<b>ADVANCE BY 6/20</b>
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ALA Member ID - Library or Non Profit \_\_\_\_\_

\$275

\$300

Group Rate of \_\_\_\_\_ x Number of Individuals \_\_\_\_\_ = Total Fees for Full Registration \$ \_\_\_\_\_

**GROUP REGISTRANT INFORMATION:**

All mailings concerning the Annual Conference will be sent to the address provided below:

ALA Member ID-Library or Non-Profit \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Primary Contact for this Group Registration \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**PAYMENT INFORMATION:**

Please add up the Total Full Registrations, above, plus any ticketed events purchased for group rate registrants (from any attached copies of Page 3).

<b>TOTAL FULL REGISTRATIONS:</b>	\$ _____
<b>TOTAL TICKETED EVENTS:</b>	\$ _____
<b>GRAND TOTAL DUE:</b>	\$ _____

**BY INSTITUTIONAL CHECK OR PURCHASE ORDER**

- Our Institutional check made out to "American Library Association" is enclosed*
- Our Institutional Purchase Order is Enclosed*

**BY CREDIT CARD**

Check the type of payment enclosed:     *Visa*     *Mastercard*     *American Express*

If paying by credit card, signature indicates that you agree to the terms of the cancellation policy (page 2).

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**Credit Card Number**

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**Expiration Date**  
(must be 6/14 or later)

\_\_\_\_\_  
**Cardholder's Signature**

\_\_\_\_\_  
**Date**

**COMPUSYSTEMS CUSTOMER SERVICE:**  
**708-486-0706 | alaregistration@compusystems.com**