

# REGISTRATION FORM

2019 Northeast Chapter Annual Meeting – June 12-13, 2019

## ❖ PARTICIPANT INFORMATION

Last Name	First Name	M.I.
Firm/Company/Agency		
Address		
City	State	Zip
Phone	Fax	
Registrant Email (Confirmations will be sent via email to registrant)		

## ❖ REGISTRATION FEES

Unless otherwise noted, registration fees include all meals, networking breaks, and handouts. Written materials will be emailed to all attendees before the meeting.

	Early Bird	Regular (after May 17th)
Member (Private)	\$345	\$395
Non-Member	\$450	\$450
Member (Gov't/Academic)	\$125	\$175
Non-Member (Gov't/Academic)	\$225	\$225
Student	\$35	\$35

## ❖ PAYMENT METHODS (TAX ID #52-6054231)

Check enclosed (payable to the EBA)      **Total Enclosed (USD):** \$ \_\_\_\_\_

Government Purchase Order Enclosed

VISA     MASTERCARD     AMERICAN EXPRESS     DISCOVER

Cardholder name: \_\_\_\_\_

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

Card #: \_\_\_\_\_      Exp. Date: \_\_\_\_\_

## ❖ CONTINUING LEGAL EDUCATION

I plan to apply for Continuing Legal Education (CLE) credit in the following states: (Only provide ID if credit is required as fees are involved with many states.)

State: \_\_\_\_\_ ID# \_\_\_\_\_

State: \_\_\_\_\_ ID# \_\_\_\_\_

## ❖ FOR EBA USE ONLY

Check Name: \_\_\_\_\_ Check #: \_\_\_\_\_

Check Date: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Card Authorization: \_\_\_\_\_

Date Billed: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## General Information

### Registration

- 1) Register Online at the secure EBA website: [www.eba-net.org](http://www.eba-net.org)
- 2) FAX your completed registration form with credit card payment (no checks or money orders) to 202-833-5596. Please do not both fax and mail, as this may result in duplicate charges.
- 3) MAIL your completed registration form with payment to: Energy Bar Association, 2000 M Street, N.W., Suite 715, Washington, D.C. 20036. **\*You may send one check for multiple registrants.**

The deadline for receipt of advance registration is 5/31/2019. Conference registrations will only be accepted when accompanied by a check, money order, government purchase order/training form or credit card information and may be limited by the capacity of the facility. **Registrations will not be held without payment.**

### Cancellation Policy

No registration fee refunds will be granted for cancellations received after May 31, 2019. In order to receive a refund (less \$75 administrative fee), the EBA must receive your written notice of cancellation by May 31, 2019. Substitutions are acceptable at any time (non-members substituting for members will be charged the difference between member and non-member fees). EBA regrets that refunds will not be given for no-shows. Send cancellation request in writing to: EBA, 2000 M Street, NW, Suite 715, Washington DC 20036 or by email to Michele L. Smith, Senior Manager, Marketing & Member Relations at [michele@eba-net.org](mailto:michele@eba-net.org). (If cancellation is requested after deadline and accepted, there will be a \$100 administrative fee). Please note that regardless of the date the cancellation notice is received, no refunds will be processed until after the program.

### Meeting Location

The meeting and reception are being held at the Baker Botts LLP offices, 1299 Pennsylvania Ave NW, Washington DC, 20004.

### Hotel

A list of nearby hotels are available on the Northeast Chapter Conference event homepage:

<https://www.eba-net.org/events/2019-eba-northeast-chapter-annual-meeting/>

### Badges

Please wear your badge at all times when attending official EBA functions. Badges are a security measure to identify people who have a legitimate reason to be in meeting areas.

### Continuing Legal Education

MCLE accreditation has been (or will be) requested from states with general MCLE requirements. Each state has its own rules and regulations defining "CLE". For questions on CLE email [llevine@eba-net.org](mailto:llevine@eba-net.org).

*\*To assume accreditation, the necessary CLE information must appear on your registration form.*

### Photographs

By registering for this conference, you authorize EBA the right to use any photographs taken of you during the course of the conference. Photographs may be used in promotional materials or stories that appear in professional publications and websites.