

## General/Hotel Information



### Early Bird Registration

Save \$145 when you register by July 11.

### Pre-Registration

Save \$90 when you register by August 29.

Payment must be made at the time of registration. Registration will not be processed unless payment accompanies the registration form. Acceptable forms of payment are cash, check or credit card (VISA, MasterCard, American Express, and Discover only).

Badges will not be mailed. All badges will be available for pick-up onsite.

We recommend that if your registration form and fee cannot be received at SAMPE by August 29, plan to register and pay on-site, to avoid problems at the registration counter.

### Registration Options



Online: Submit your registration online through our Secured Registration Process at [www.sampe.org](http://www.sampe.org).

Note: To receive the SAMPE Member Discount, you must login to the SAMPE website. Login is available on the right hand side of the SAMPE Homepage at [www.sampe.org](http://www.sampe.org). Your membership must be active for the discount to apply.



Phone: +1.626.331.0616 ext. 610, 7:00 AM – 4:00 PM, Pacific Time, Monday through Friday (using credit card).



Fax: Fill out the registration form and fax to +1.626.332.8929, 24 hours a day using a credit card.



Mail: Send the completed registration form, with applicable funds to:  
SAMPE Registration  
1161 Park View Drive, Ste 200, Covina, CA 91724-3751

### ITAR Regulations – Restricted Papers

Among other credentials needed, you must show proof of citizenship (most overlooked item). The U.S. citizens SAMPE list used at previous conferences will not be available. For more information about ITAR Clearance Requirements, visit the SAMPE Memphis webpage at [www.sampe.org](http://www.sampe.org).



### Get Involved – Volunteer!



Help us out for half-a-day and you'll receive a half day complimentary registration.

Fill out the volunteer form at [www.sampe.org](http://www.sampe.org) to apply.

### Cancellation/Refund/Substitution Policy

All registrations are subject to the following policies.

**Cancellations:** Notify SAMPE in writing or by e-mail by August 29. No cancellations can be accepted after that date. No cancellations will be accepted over the phone.

**Refunds:** Registrations cancelled prior to August 15 are subject to a \$100 service charge. Registrants who fail to attend, and have not cancelled as noted above are liable for the entire fee.

Refunds are not given for failure to attend, late arrival, un-attended events or early departure from the meeting.

Refunds are processed approximately 60 days after the meeting.

**Substitutions:** Substitutions may be made at any time, by letter, e-mail or fax. The appropriate member/non-member rate will apply to attending substitutions. There is no charge for making a substitution.

### Notes

- No Phone, Camera or Recording Devices
- For the courtesy of our speakers, these devices are not permitted during any conference program.
- All presentations are in English.
- If you have any disability and require special needs, please note them of our registration form.

The SAMPE and ASC group rate is guaranteed based on availability until **August 8, 2008**. A deposit equal to one night's stay is required to hold each reservation. Your deposit (room and tax) is non-refundable if one or more rooms are cancelled, within 60 days prior to your arrival date.



### Memphis Marriott Downtown Hotel

\$139 (Single/Double)

250 North Main Street, Memphis, Tennessee 38103

Phone: +1.901.527.7300 • Toll Free: +1.888.557.8740

Group Code: samsamb

#### Hotel Features

- Smoke-free
- Express Check-in/Check-out
- Business Center
- High-speed Internet access

