



2010 MOSCOW DISPUTE RESOLUTION CONFERENCE REGISTRATION FORM

Online registration is strongly encouraged. Pre-registration closes on Friday, August 27, 2010.

I. Registrant Information

ABA ID # (if applicable): _____

Name: _____
(TYPE or PRINT your name CLEARLY as you wish it to appear on badge.)

Firm/Organization: _____

Address: _____

City: _____

State/Province/Region: _____

Postal Code: _____ Country: _____

Telephone: _____ Fax: _____

E-mail: _____

II. Conference Registration Fees

Fees include admission to the Closing Reception at Spaso House (subject to availability on a first come, first served basis), the luncheon and to all CLE/CPD program sessions.

Check one of the following:

	<u>Early Bird by 8/13</u>	<u>After 8/13</u>
<input type="checkbox"/> ABA Member	\$ 495	\$ 550
<input type="checkbox"/> Young Lawyer (35 years and under)	\$ 325	\$ 350
<input type="checkbox"/> Full-time Law Student	\$ 95	\$ 100
<input type="checkbox"/> Full-time Government / Academics / NGOs	\$ 95	\$ 100
<input type="checkbox"/> CIS-only Practitioners *	\$ 395	\$ 450
<input type="checkbox"/> Non-Member **	\$ 595	\$ 650

* Practitioners practicing only in the Commonwealth of Independent States (CIS) and not licensed as a member of the Bar of any non-CIS country.

** Non-members of the ABA who are licensed to practice law in a jurisdiction outside the CIS.

IMPORTANT DEADLINE

Due to security reasons, only those registered before **August 27, 2010** will be admitted to the Closing Reception at Spaso House.

NOTE: A VISA is necessary for entry into Russia from the United States and many other countries. Further information can be obtained from the Russian Embassy (<http://www.russianembassy.org/>) or through a commercial VISA service.

III. Guest Social Events Fees

Guest Social Events include all coffee breaks, the luncheon, and the Closing Reception at Spaso House, but not CLE/CPD programming sessions. Only one guest is allowed per regular conference registrant. The deadline for guest registration is **August 27, 2010**. Security procedures for entry to the Spaso House do not permit any exceptions to this deadline.

Name of Guest: _____

Firm/Organization: _____

Guest Social Events Registration @ \$140.00 each Qty _____

IV. Purchase Extra Conference Materials

Conference Materials will be provided to registrants on CD-ROM at no extra cost. If you would like to purchase an additional CD-ROM or are unable to attend the meeting but would like to purchase the CD-ROM, please indicate the number below and submit payment.

Additional CD-ROM @ \$80 each Qty _____

V. Make Your Payment

Refunds will not be issued for cancellations received after August 27, 2010.

PAYING BY CREDIT CARD:

Please include the following information when making payment via credit card. Return this form by mail, fax (202.662.1669) or email to smithj@staff.abanet.org.

Credit Card Type: Visa MasterCard American Express

Total Payment: \$ _____

Card Number: _____

Expiration Date: _____

Data Protection Notice - Please sign below: *By submitting this completed 2010 Moscow Dispute Resolution Conference registration form, you are providing us with personal information. By registering and signing this form below, you consent to our use of that information to complete the registration process and to compile data which the Section may use for Section membership and programming purposes only. Your payment information, including credit card information is used only to process payment for your 2010 Moscow Dispute Resolution Conference registration fees and is not retained for any other purposes whatsoever.*

Your signature: _____

Date: _____

PAYING BY WIRE TRANSFER:

Please include the following information when making payment via wire transfer:

Name of Section: **ABA, Section of International Law**
Meeting type: **2010 Moscow Dispute Resolution Conference**
Bank name: **Bank of America**
Bank Address: **730 Fifteenth Street, NW, Washington, DC 20009**
Bank Routing #: **054001204**
Account Name: **American Bar Association**
Account Number: **002086136405**
SWIFT Code: BOFAUS3N

PAYING BY CHECK:

Please make check payments payable to the **American Bar Association in USD.**

PAYING IN RUBLES:

The Section is working with a local partner in Russia – Russian National Committee of The International Chamber of Commerce – the World Business Organization (ICC Russia) to offer the option to make payment in Rubles. Additional information can be found at <http://iccwbo.ru/actions/311/>. If you prefer paying in Rubles, please contact ICC Russia at phone: +7 495 7205080, fax: +7 495 7205081 or e-mail: iccoffice@iccwbo.ru to make all necessary arrangements.

Please note, that if you chose this option, you will be requested to confirm your registration through acceptance of the Addendum to this Registration form provided by ICC Russia, and pay to ICC Russia (acting on our behalf) the Ruble amount equal to appropriate fees stipulated in item II, III, IV of the Registration form at the official exchange rate of the CBR as of the date of payment plus VAT 18%.

VI. Refund Policy

Cancellations must be made in writing and received by the Section office by **August 27, 2010**, for a full refund of fees, less a \$100 administration fee. No refund of registration will be granted after that date *except in the case of medical emergency or extenuating circumstances approved by the Section in its sole discretion.*

When a completed registration form and payment have been submitted to the Section office either by mail, email or fax, the registration is considered to be a firm commitment and you will be expected to pay the registration and any ticketed event fees, unless a written cancellation is received as set forth above. Any refunds issued will be processed to the credit card on file for individuals who made registration payment via credit card.

VII. Travel Information

Please note that a **VISA** is necessary for entry into Russia from the United States and many other countries. Further information can be obtained from the Russian Embassy (<http://www.russianembassy.org/>) or through a commercial **VISA** service.

Should you require overnight hotel accommodations, a block of rooms is being held at the Lotte Hotel, Moscow at a special low per night group rate of **9,500 RUB for single occupancy** and **10,500 RUB for double occupancy**. Rates are subject to VAT of 18%. For additional information about the hotel, visit <http://www.lottehotel.ru/> and to obtain a Hotel Reservation Form to complete your hotel reservations, please contact Jessica Smith via email at smithj@staff.abanet.org.

You are encouraged to make your airline reservations online via the American Bar Association (ABA) travel site where you automatically receive specially negotiated ABA airfare and car rental discounts from a variety of carriers. This site makes it easy to view and purchase low fare options including web fares. Simply visit www.abanet.org/travel to make your travel arrangements. If you have not used this site before, it only takes a few moments to establish a username and password allowing you to immediately book your reservations.

VIII. MCLE/CLE Credit and CPD Hours

MCLE/CLE CREDIT:

You will be required to fill in your **State License Number** on the MCLE/CLE sign in sheet at the 2010 Moscow Dispute Resolution Conference. Please come to the meeting with your license number(s) for those states you will be obtaining MCLE/CLE credit.

MCLE/CLE credit has been requested. For delegates where MCLE/CLE is mandatory, a Certificate of Attendance will be provided onsite.

CPD hours have been requested: For delegates from countries where CPD hours is mandatory, a Conference Certificate of Attendance will be provided onsite.

For questions regarding MCLE/CLE credit and CPD hours please visit the Registration Table at the Meeting.

IX. Let Us Know If You Require Assistance

Please indicate if, under the Americans with Disabilities Act, you require specific aid or service during your attendance at the 2010 Moscow Dispute Resolution Conference: **Audio** **Visual** **Mobile**

Online registration is strongly encouraged.
Pre-registration closes on
Friday, August 27, 2010.
Please allow up to three (3) weeks for processing.

Mail to:
ABA Section of International Law
2010 Moscow Dispute Resolution Conference
Attention: Jessica Smith
740 Fifteenth Street, NW
Washington, DC 20005 USA
or fax to 202.662.1669

If you are completing the hard copy registration form and require a receipt please contact the Section office via email at smithj@staff.abanet.org. Receipt and confirmation of registration will not be available until payment is received and processed.

Addendum to Registration Form**ABA Section of International Law**

Conference: "CROSS-BORDER DISPUTE RESOLUTION: THE PERSPECTIVE FOR RUSSIA AND THE CIS"
September 14, 2010
The Lotte Hotel, Moscow, 8 bld.2, Novinskiy Boulevard

Addendum to the Conference Registration Form

Only for delegates who have chosen Paying in Rubles option offered in Item V of the Registration Form
(please fill in this form in Russian to be properly invoiced and registered)

Full name of the Company to be invoiced:		
Signatory (name and position), by what authority acts:		
Contact person:		
Mailing address:		
Phone:	Fax:	E-mail:
Type of Company Business:		
Company's bank account details:		Registered address (ZIP code must be indicated):
ИНН/КПП (INN/KPP):	Банк (Bank):	
Р\сч № (Account #):	К/сч № (Cor.account#)	БИК (BIK)

The Company wishes to order and pay for the services related to the Company's representatives participation in the Conference "Cross-Border Dispute Resolution: The Perspective for Russia and the CIS"; the Organizers (ABA Section of International Law) shall provide the Company such services (Conference-related services); and ICC Russia acting as an agent and on behalf of the Organizers accepts the payments for the Conference-related services and arranges settlements with the Organizers.

Registration fees, as provided by Item II of the Registration form.**Delegates Information. Please provide details for each delegate:**

№	Full Name	Position in the Company	E-mail	Contact phone
1				
2				
Total amount (\$)				

Guest Social Events fees, as provided by Item III of the Registration form:

№	Full name	
1		
2		
Total amount (\$)		

Extra Conference Materials, as provided by Item IV of the Registration form:

Quantity	
Total amount (\$)	

AGREED AND ACCEPTED:

TOTAL AMOUNT (\$, VAT excluded): _____

Authorized signature and the Company's seal, Name, Position**Terms of payment:**

- ICC Russia acting on behalf of the Conference Organizers shall invoice the Company based on the information provided in the Registration form and the present Addendum to the Registration Form.
- Payment for the Conference-related services under the invoice issued by ICC Russia shall be made in Rubles at the official exchange rate of CBR as of the date of payment, plus VAT 18%.
- 100% of total amount for the ordered services shall be paid under the issued invoice not later than 5 days after receipt of the invoice, and in any case within the time limits established by the Conference Organizers and specified in the Registration Form.
- Delegate's substitution and Refund policy are established by Organizers and specified in the Registration Form. Exceptional cases, as defined by Item VI of the Registration Form, are to be agreed with the Organizers.

To complete the process of registration for the Conference please send filled in the Registration Form and the present Addendum to ICC Russia by fax: **+7(495) 720 50 81** or e-mail: iccoffice@iccwbo.ru.
Please make sure that your message is delivered successfully by ICC Russia phone: **+7(495) 720 50 80**.