

# ATTENDEE REGISTRATION FORM

Register online or fax this form to +1.215.442.6199



## REGULATORY SUBMISSIONS, INFORMATION, AND DOCUMENT MANAGEMENT FORUM

Event #20003 | Meeting: February 10-12

Bethesda North Marriott Hotel | North Bethesda, MD 20852 US

### REGISTRATION FEES

If DIA cannot verify your membership, you will be charged the nonmember fee. Registration fee includes refreshment breaks, luncheons, and reception (if applicable).

STANDARD RATES	BEFORE DEC 19	BEFORE JAN 16	AFTER JAN 16
Member	US \$1639 <input type="checkbox"/>	US \$1714 <input type="checkbox"/>	US \$1789 <input type="checkbox"/>
Nonmember**	US \$1889 <input type="checkbox"/>	US \$1964 <input type="checkbox"/>	US \$2039 <input type="checkbox"/>

### DISCOUNT FEES \*

	BEFORE DEC 19	BEFORE JAN 16	AFTER JAN 16
Government Member (full-time)	US \$749 <input type="checkbox"/>	US \$824 <input type="checkbox"/>	US \$899 <input type="checkbox"/>
Government Nonmember** (full-time)	US \$999 <input type="checkbox"/>	US \$1074 <input type="checkbox"/>	US \$1149 <input type="checkbox"/>
Nonprofit/Academia Member (full-time)	US \$749 <input type="checkbox"/>	US \$824 <input type="checkbox"/>	US \$899 <input type="checkbox"/>
Nonprofit/Academia Nonmember** (full-time)	US \$999 <input type="checkbox"/>	US \$1074 <input type="checkbox"/>	US \$1149 <input type="checkbox"/>

\*Discount fees are subject to eligibility requirements. Identification and proof of eligibility will be required on site. Failure to provide proof of eligibility/ID upon request will require paying the higher standard registration fee.

### PRIMER & SHORT COURSES, FEBRUARY 9-10

US \$785  Regulatory Content and Submission Primer: Content from Authoring to Archive

US \$435  #1 Data at the Heart of Life Science Professionals: Instant Informed Decision Making

US \$435  #2 Preparing and Submitting Standardized Data to FDA

### DIA MEMBERSHIP

All nonmember fees include a one year membership option. DIA membership, at no additional cost. Explore membership benefits at [DIAglobal.org/Membership](http://DIAglobal.org/Membership). DIA membership will renew automatically at the end of the complimentary membership term, at the then current membership rates. You may cancel automatic membership renewal at any time by accessing your account online at [DIAglobal.org](http://DIAglobal.org). If you would like to decline a complimentary membership, please indicate your preference below.

I would like to decline a one year complimentary DIA membership at no additional cost.

### GROUP DISCOUNTS

Register 3 individuals from the same company and receive complimentary registration for a 4th! All 4 individuals must register and prepay at the same time - no exceptions. DIA will apply the value of the lowest applicable fee to this complimentary registration; it does NOT include fees for optional events or DIA membership. You may substitute group participants of the same membership status at any time; however, administrative fees may be incurred. Group registration is not available online and does not apply to the already-discounted fees for government or charitable nonprofit/academia. To take advantage of this offer, please make a copy of this registration form for EACH of the four registrants from your company. Include the names and payment information for all four group registrants on each of the forms and return them together to DIA. DIA will review order and apply the complimentary registration to the lowest applicable fee.

Please indicate that this form is part of a group registration by checking this box and list below the names of the other three registrants from your company.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**EVENT INFORMATION** For registration questions, call toll free 1.888.257.6457 or email [CustomerService@DIAglobal.org](mailto:CustomerService@DIAglobal.org) Monday through Friday 8:30 AM to 8:00 PM ET. For questions, please contact Jessica Roman by email at [Jessica.Roman@DIAglobal.org](mailto:Jessica.Roman@DIAglobal.org).

**PAYMENT OPTIONS** Register online at [DIAglobal.org](http://DIAglobal.org) or by:

**CREDIT CARD** Complete this form and fax to +1.215.442.6199 or email to [CustomerService@DIAglobal.org](mailto:CustomerService@DIAglobal.org). Non-U.S. credit card payment is subject to the currency conversion rate at the time of the charge.

Visa  MC  AMEX Exp Date \_\_\_\_\_

Card # \_\_\_\_\_

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

**CHECK** Drawn on a US bank payable to and mailed along with this form to: **Drug Information Association Inc., 800 Enterprise Road, Suite 200, Horsham, PA 19044, USA.** Please submit registration form to the Customer Service Team for invoicing. When submitting your check, please include a copy of your invoice to facilitate identification of attendees.

**BANK TRANSFER\*** Upon completion of your registration, DIA will send an email to the address on the form with instructions on how to complete the Bank Transfer. Payment should be made in US dollars. Your name, company, and Event #20003 must be included on the transfer document to ensure payment to your account.

\*Payments must be net of all charges and bank fees must be borne by the payer.

By signing below I confirm I agree with DIA's Terms and Conditions of booking. These are available on page two of the registration form, or online under the main event

Signature \_\_\_\_\_

### PLEASE CHECK THE APPLICABLE CATEGORY:

Academia  Government  Industry

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Degrees \_\_\_\_\_  Dr.  Mr.  Ms.

Position \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address (as required for postal delivery to your location) \_\_\_\_\_

Mail Stop \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email (required for confirmation) \_\_\_\_\_

**HOTEL & TRAVEL Bethesda North Marriott Hotel** A limited number of rooms are available at the reduced rate shown below (rate is guaranteed until JANUARY 18, 2020, or until room block is filled). To make reservations, please call the Group Reservation number at 1.877.212.5752 and mention the Drug Information Association (DIA).

**Room Rate** \$202

**Hotel Address:** 5701 Marinelli Road, North Bethesda, MD

**The most convenient airport** is Ronald Reagan and attendees should make both airline and hotel reservations as early as possible.

**DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for any airfare, hotel, or other costs incurred by registrants.**

**CANCELLATION POLICY:** On or before **JANUARY 12, 2020**

**Administrative fee that will be withheld from refund amount:**

Member or Nonmember = \$200

Government or Academia or Nonprofit (Member or Nonmember) = \$200

Short Course (if applicable) = \$200

## CANCELLATION POLICIES

### *For Full-Meeting and One-Day Registrations*

All cancellations must be made in writing and received at the DIA Americas office no later than four weeks prior to the start date of the program. After this date, there will be no refunds. Registrants who do not cancel prior to this date and do not attend will be responsible for the full meeting registration fee. Registrants are responsible for cancelling their own hotel and travel reservations. DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for airfare, hotel, or other costs incurred by registrants.

An administrative fee of \$200 will be withheld from the refund amount for meeting cancellations received by the published deadline.

Any multiple purchase discounts that may have been applied will be void in the event of a registrant's cancellation of any portion of their registration.

### *For Short Courses*

All cancellations must be made in writing and received at the DIA Americas office no later than four weeks prior to the start date of the program. After this date, there will be no refunds. Registrants who do not cancel prior to this date and do not attend will be responsible for the full course registration fee. Registrants are responsible for cancelling their own hotel and travel reservations. DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for airfare, hotel, or other costs incurred by registrants.

An administrative fee of \$200 will be withheld from the refund amount for short course cancellations received by the published deadline.

Any multiple purchase discounts that may have been applied will be void in the event of a registrant's cancellation of any portion of their registration.

## TRANSFER POLICIES

### *For Full-Meeting and One-Day Registrations*

Registrants may transfer their registration to a colleague at any time but membership is not transferrable. Please notify the DIA Americas office of such transfers as soon as possible, preferably in writing. Substitute registrants will be responsible for the nonmember fee, if applicable. Last minute replacements may contact a DIA representative onsite at the DIA registration desk in order to process the transfer.

### *For Short Courses*

Registrants may transfer their registration to a colleague at any time. Please notify the DIA Americas office of any such transfers as soon as possible, preferably in writing. Last minute replacements may contact a DIA representative onsite at the DIA registration desk in order to process the transfer. Registrants who transfer from a half-day to a full-day short course are responsible for the additional registration fee; registrants who transfer from a full-day to a half-day short course will receive a refund of the difference, provided that the transfer request is received no later than four weeks prior to the short course start date.

## EVENT NOTICES

Unless otherwise disclosed, the statements made by speakers and instructors represent their own opinions and not necessarily those of the organization they represent, or that of DIA (Drug Information Association). Speakers, instructors, agenda, and continuing education information are subject to change without notice. Recording of any DIA educational materials in any type of media is prohibited without prior written consent from DIA.

DIA reserves the right to restrict or deny admission to, or expel from the Event any person: (i) who in DIA's sole discretion is behaving or threatening to behave in a manner which DIA reasonably considers to be disruptive of the Event; (ii) violating DIA's rules or policies, or local, state, or federal laws, or whose conduct is deemed illegal, disorderly, or offensive by DIA in its sole discretion; or (iii) for any other reason in its sole discretion.

## EXHIBITION ACCESS

If this event includes an exhibition, your registration included access to the Exhibit Hall or Tabletop Display Area during posted open hours. DIA does not allow access to the Exhibit Hall to anyone under the age of 18.

## PARTICIPANTS WITH DISABILITIES OR DIETARY RESTRICTIONS

Reasonable accommodations will be made available for those who attend an educational activity with a disability or dietary restrictions. Contact [NAEvents@DIAglobal.org](mailto:NAEvents@DIAglobal.org) in writing at least 15 days prior to the event to indicate your needs.

## PHOTOGRAPHY, AUDIO, AND VIDEO RECORDING AT DIA EVENTS

If you attend a DIA event, we may take photographs of you at the event. We may also make video and audio recordings of events (both face-to-face and online) that may include your participation in the event, including your image, questions, and comments. DIA uses photography and recorded video and audio to promote our events and to make them available for later use to support DIA's mission to improve health and well-being worldwide by promoting the exchange of vital information and issues related to healthcare products, technologies, and services. Events go by extremely quickly. Attendees, speakers, and exhibitors cannot attend all sessions and discussions. Photography and recordings are essential to allow attendees, speakers, and exhibitors to learn from sessions and discussions they couldn't attend, capture the energy and atmosphere outside the official sessions, and allow persons who could not attend to view what was transpired and learn from the event.

## PRIVACY POLICY

DIA respects the privacy of all of its members and customers. The Privacy Policy applies to all information DIA collects, including information collected via the DIA website and DIA online Community websites, email, and other electronic communications between you and DIA, event registrations, and information you provide to DIA offline. View our privacy policy online: [DIAglobal.org/en/about-us/privacy-policy](https://DIAglobal.org/en/about-us/privacy-policy)

You agree that your personal data will be transferred to DIA in the US.

## WEATHER POLICY

In the event of inclement weather, this event will not be cancelled unless the event location closes. DIA is unable to issue refunds for weather or travel related cancellations.