

Frequently Asked Questions about Registration for the NCBF 2012 Annual Meeting

Q: How do I register for the meeting?

A: Visit <http://AMBAR.org/Annual> to register online. To print a faxable form, click here (http://www.americanbar.org/calendar/annual/reg_forms.html) to print a faxable form. Whether you register online or use the printed form, remember to use the NABE/NCBP/NCBF option or form (not the ABA option or form).

Q: When is the early bird registration deadline?

A: May 31 is the deadline to register at the early bird rate. Starting June 1, registration will increase by \$50.

Q: When is the final deadline to register for the NCBF 2012 Annual Meeting?

A: July 6 is the last date to register for the meeting and appear on the NCBF registration list. Although not recommended, you may register online up until the day before the meeting and you may register onsite in Chicago. Hotel accommodations will be limited the later you register.

Q: Why must I pay the ABA Affiliate Fee when I am registering for the NCBF Meeting?

A: ABA Annual Meeting registrants and the registrants of any meeting held in conjunction with the ABA Annual Meeting must pay an ABA registration fee. The ABA Affiliate Fee of \$115 is a discounted ABA Annual Meeting Fee specially priced for NABE, NCBP, NCBF, and IOLTA registrants only and is used to cover the costs of hosting the Annual Meeting, including outside registration management services, hotel meeting space, and ABA staff services. This fee is not collected for Midyear Meetings.

Q: What is the headquarters hotel for the NCBF 2012 Annual Meeting?

A: The meetings will take place at the Hyatt Regency Chicago, 151 East Wacker Drive.

Q: How will I receive confirmation of my registration and housing?

A: Confirmations are sent via email to the address entered in the registration record. If you are registering someone else, please be sure to enter your email address as well as the registrant's email address to ensure you both receive the confirmation. You will receive one confirmation of your meeting registration which includes your badge number. For your housing, you will receive two messages: you will receive an acknowledgement of your housing request shortly after submitting it; a few weeks before the meeting, you will receive a message containing your hotel

confirmation number. Refer to this final number if you need to make any modifications to your reservation through the hotel.

Q: Is there a preliminary program available?

A: Yes. Click here. (add link to program overview)

Q: Is there a fee to register my guest for the Annual Meeting?

A: Yes, there is a fee of \$25 to register any guest over the age of 18. This entitles the guest to a badge. Children under 18 should be registered and will receive a badge, but do not pay the guest registration fee. If your guest(s) will be present at any meal functions, you will need to purchase extra tickets to those functions (see guest ticket options on online registration and the faxable form).

Q: How can I purchase additional event tickets if I've already registered?

A: Visit <http://Ambar.org/Annual>, click "Already Registered?" and enter registrant email address and badge number to access your record and add event tickets. Additional tickets may also be purchased onsite.

Q: Who should I contact if I have additional questions regarding my registration?

A: Send an email to NABE-NCBP-NCBFregistration@americanbar.org