

# ASAP 2003 Registration Form

24 – 26 June 2003 – The Hague, The Netherlands

To register, fax or mail this form to the address at the right.

**Payment must be received before 13 June 2003.**

Registration forms without payment **will not** be processed, and you must re-register onsite with payment. For questions please call: +1-202-371-0101 (Sorry, no phone registrations.)

IEEE Computer Society  
ASAP 2003 Registration  
Dept. 6006  
Washington, DC 20042-6006  
Fax +1-202-728-0884

Name: \_\_\_\_\_  
*Mr. Ms Dr. Prof. Last/Family Name First Name MI*

Organization/Affiliation: \_\_\_\_\_

Organization Type:  University/College  Computer Industry  Government Laboratory  Military  Gov't Agency  
 Non-Profit Corp.  Non-Profit Research Center  Independent Consulting  Private Research Center  Other

Address/Mail Stop: \_\_\_\_\_

City/State/Province/Zip/Country: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do not include my name and information on: \_\_\_\_\_ the attendee list \_\_\_\_\_ a mailing list.

**Membership**  IEEE \_\_\_\_\_ IEEE Computer Society \_\_\_\_\_  
 Full-time Student Member (Students must present verification onsite at the registration desk).

Please advise us if you have any special needs: \_\_\_\_\_

## ASAP Conference Registration

Includes admission to the technical sessions, conference proceedings and refreshment breaks.

**ADVANCE**  Member \$320 USD  
*on or before*  Nonmember \$420 USD  
*2 June*  Student Member \$200 USD

**LATE/ON-SITE**  Member \$430 USD  
*after 2 June*  Nonmember \$540 USD  
 Student Member \$200 USD

## Payment

**NOTE: Advance fees apply only to payments received on or before 2 June 2003**

If payment is not received by 13 June you may be required to register again, provide credit card information, and to pay late fees onsite before attending the conference. Wire transfers are not considered paid until payment is received by our bank. These payments must be received by 2 June 2003.

**Method of Payment** (please select one):

**Total Enclosed/Authorized:** \_\_\_\_\_

MasterCard  Visa  American Express  Diners Club  Personal Check  Company Check

Credit Card/Check Number: \_\_\_\_\_ Exp. \_\_\_\_\_

Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please make checks payable to: **IEEE Computer Society**. All checks must be in US DOLLARS drawn on US BANKS. Credit card charges will appear on statement as "IEEE Computer Society - Registration." Cancellations must be in writing and received before **9 July 2003**. Cancellations are subject to a \$50 processing fee. Substitutions are allowed at anytime.

# ASAP 2003 Registration Information

## Registering by Mail/Fax

Fill in the requested information, and mail or fax it with your payment to the IEEE Computer Society to the address provided on the registration form. To qualify for advance registration discounts, registration form **and** payment must be received by the deadline. Registrations received after the deadline will be charged at the late/on-site registration rate. Those received after the late deadline may not be acknowledged or accepted and may require processing and payment onsite.

## Payment

Payment must accompany all registration forms and can be made by credit card (MasterCard, VISA, American Express, Diners Club), check, or wire transfer. Checks or money orders must be in U.S. funds, drawn on U.S. banks, and payable to the IEEE Computer Society. No registrations will be accepted over the phone. **Forms received without actual payment WILL NOT be processed.**

## Important Dates

- 2 June 2003 - Advance registration ends 5:00 pm Eastern Time, late fees apply
- 9 July 2003 - Cancellation deadline -- cancellations MUST be in writing
- 2 June 2003 - Wire transfers/check payments must be received to avoid on-site registration and payment.
- 13 June 2003 - Late registration ends -- (After this date you must register onsite)

## Registration Confirmation

Written confirmation of conference registration will be mailed by the IEEE Computer Society by postal mail within two days of receiving your registration. If you do not receive confirmation, please call +1-202-371-0101, or email us at [register@computer.org](mailto:register@computer.org). Please reference ASAP 2003 conference.

## Member and Student Discounts

To qualify for the discounted Member rates, you must be a member of [IEEE](#) or the [IEEE Computer Society](#), and include your membership number(s). To qualify for the Student rate you must be a full time student. Students must present their ID onsite.

## International Attendees

International attendees can register online by credit card or in advance by sending a wire transfer. Wire transfers must be received by the deadline, and will not be accepted at on-site registration. For complete wire transfer information please contact [register@computer.org](mailto:register@computer.org), and reference ASAP 2003. **NOTE: An additional \$25 bank fee per wire transfer is required.**

## On-Site Registration

On-site registrants will pay late registration fees. Credit cards (MasterCard, VISA, American Express, Diners Club) are the preferred form of payment. All checks must be in US funds drawn on US banks. Wire transfers will not be accepted.

## Cancellations and Substitutions

Cancellations and substitutions are allowed. However, full registration fees will be charged unless a cancellation notice is sent in writing, and received or faxed before the deadline. A \$50 handling fee will be applied to all canceled registrations. Fees cannot be refunded for registrations canceled after the meeting begins. No-shows will be billed. Contact the IEEE Computer Society at the above address for substitutions (allowed at any time). A letter on your company's letterhead is required from the original registrant stating the conditions of the substitution and the name of the replacement. Please send cancellations to:

IEEE Computer Society  
Attn: ASAP 2003  
1730 Massachusetts Avenue, NW  
Washington, DC 20036 USA  
Fax: +1-202-728-0884

## Attendee List

As some registrants request that their names be left off of our mailing lists, it is the Computer Society's policy not to distribute an attendee list to registrants on-site. Once on-site registrations have been added to the database, we will send the attendee list via postal mail to those who request it. Please indicate on the registration form if you would like a copy. When onsite, please check your information for accuracy.

## Airline Discount for Conference Attendees

We are pleased to announce that we have been able to secure a special discount agreement with United Airlines unavailable to the general public.

A 5% discount off the lowest applicable fare will be offered ONLY when you or your travel agent call United's toll-free number, 1-800-521-4041 and refer to the Meeting ID Number 556AQ. A 10% discount off the unrestricted mid-week coach fares is available when purchased 7 days in advance. Discounts apply on United, Shuttle by United and United Express. Dedicated reservationists are on duty 7 days a week, 7:00 am to 12:00 midnight EST. Book early to take advantage of promotional fares that give you the greatest discount. Mileage Plus members receive full credit for all miles flown to this meeting.

## Questions

Questions about this form or the registration process should be directed to [register@computer.org](mailto:register@computer.org). (Please reference ASAP 2003 registration)