

ATTENDEE REGISTRATION FORM

Register *online* at www.IBTTA.org/lisbon

1. ATTENDEE INFORMATION *(Please complete one form per registrant.)*

Contact Name _____
 Title _____ Name for Badge _____
 Organization _____
 Email _____
 Mailing Address _____
 City _____ State _____ Postal Code _____ Country _____
 Mobile Phone _____ Office Phone _____
 Guest Name _____ Name for Badge _____

I am a first-time attendee. I am interested in joining IBTTA.

2. REGISTRATION FEES *(Registration fees are in U.S. dollars.)*

After October 16, 2019, registrations will only be accepted on-site. If your registration is not confirmed by October 16, 2019, your name will not appear in the final registration list. Registration includes all events listed in the program.

	FEE		FEE
Delegate	<input type="checkbox"/> \$775	DBE/WBE/MBE/SBE	
Delegate Non-Member	<input type="checkbox"/> \$1,275	Member Delegate****	<input type="checkbox"/> \$600
Delegate Government*	<input type="checkbox"/> \$600	Speaker/Moderator	<input type="checkbox"/> \$400
Delegate Non-Member Government*	<input type="checkbox"/> \$900	Guest**	<input type="checkbox"/> \$375
Exhibit Staff (No Sessions/Booth Only)	<input type="checkbox"/> \$500	Media*** No Fee. Sessions only. Requires Approval.	

* Government rates apply to employees and/or members of governing body of international, federal, state, county, local and provincial governments.

** Guest refers to a spouse or personal friend, not a business associate or staff member. Guest rate includes two lunches, a reception and the Monday Evening Event.

*** Members of credentialed media are welcome to attend sessions only and must check in at IBTTA registration desk. Contact Bill Cramer, Communications Director, bcramer@ibtta.org.

**** See IBTTA.org/member-categories for eligibility. Only members can register at this rate.

3. TOUR & EVENT

	# OF TICKETS	PRICE	AMOUNT
TECHNICAL TOUR Brisa Operational Centre Sunday, October 27, 2019 9:00am – Noon	_____	\$40.00	_____
EVENING EVENT Café Luso Monday, October 28, 2019 6:30pm – 9:30pm	_____	included in registration fee	_____



RETURN THIS FORM ALONG WITH PAYMENT TO IBTTA
 1146 19th Street NW, Suite 600
 Washington, DC 20036-3725
 Fax: +1 (202) 659-0500

*NEED WIRE TRANSFER INFORMATION OR A FORMAL INVOICE?

Registration and tour fees must be paid in full at the time attendees arrive at the workshop. Contact Harry Smith at hsmith@ibtta.org or (202) 659-4620 x10.

GENERAL INFORMATION

Registration fees include all functions on the official program. All employees of an agency or firm are considered "Delegates." In order for names to appear in the official printed registration list, paid registrations must be received at IBTTA by October 16, 2019.

REGISTRATION REFUND AND CANCELLATION POLICY

Full registration refunds less \$75 administrative fee will be made if cancellation is received in writing by IBTTA before October 16, 2019. No refunds will be issued after October 16, 2019. No refunds will be issued for no-shows. Substitutions are allowed at any time.

SPECIAL REQUIREMENTS

If you have special requirements, please attach a separate note of explanation.

PAYMENT SUMMARY

2 REGISTRATION FEES \$ _____
3 TOUR & EVENT \$ _____
TOTAL DUE \$ _____

METHOD OF PAYMENT

I wish to use the credit card listed below:

Visa MasterCard American Express

Credit Card Number _____

Exp. Date _____ CVV Number _____

Name on Credit Card _____

Authorized Signature (only if paying by credit card) _____

Billing Address if Different from Attendee Information _____

Check enclosed
 Wire Transfer

NOTE: If you would like to have your professional fees billed separately from your personal fees, please contact Harry Smith at (202) 659-4620 x10 or hsmith@ibtta.org.

I have read and understand the payment and cancellation policies outlined on this form.

Signature: _____

Date: _____