



APPLICATION FORM

HOW TO APPLY

Potential attendees must apply and be accepted into the institute. You must be an attorney who manages other attorneys to attend. Use only ONE of the following methods to avoid duplicate charges:

Online:

www.acc.com/leadership

Mail:

ACC's Executive Leadership Institute
P.O. Box 791044
Baltimore, MD 21279-1044

Express Mail Only:

ACC's Executive Leadership Institute
1025 Connecticut Ave, NW, Suite 200
Washington DC 20036-5425

Fax: 202.293.2003

1. REGISTRANT INFORMATION

PDF

Member number (optional)
Mr. Ms. First Name MI
Last Name
Badge Nickname
Title
Organization
Street Address
City
State Postal Code Country
Phone Fax
Email

Update my membership record with the above information

2. RATES

ACC member and nonmember rates are limited to in-house counsel and include courses, written materials, and scheduled meals/receptions. It does not include housing, travel, or personal expenses.

ACC Member

\$1600

Nonmember

\$1860 (\$1600 + \$260 Membership fee)

Group Rates

Any company registering two or more in-house counsel for this program will receive a group discount of \$50 off each person's registration. Each attorney should complete his/her own form and then send all forms to ACC together noting the group discount. Group rates will not be accepted online. Questions should be directed to education@acc.com or 202.293.4103, ext. 451.

3. PAYMENT

Please do not send this form without payment. You will not be registered until payment has been processed. Do not consider your registration complete until you have received an email confirmation.

- Check (make payable to ACC's Executive Leadership Institute)
Visa MasterCard AMEX (no other credit cards accepted)

Card Number
Security Code (3 or 4 digits depending on card type)
Expiration Date
Card Holder's Name
Card Holder's Signature

4. GENERAL INFORMATION

Number of years in-house?

- Less than 5 years 5-10 years 11-15 years
16-20 years 21-30 years 31+ years
Retired

Number of attorneys you supervise?

- 0 1-10 11-25
26-50 57-99 100-250
250+

Number of attorneys in your legal department?

- 0 1-10 11-25
26-50 57-99 100-250
250+

How did you hear about this program?

- ACC Docket ACC Postcard ACC web site
ACC Member Communication Other

CONFIRMATION

Written confirmation and acceptance of your registration will be emailed immediately after payment has been processed. Do not consider your registration complete until you have received such confirmation by email.

HOUSING

ACC is holding a block of rooms at the Intercontinental, San Francisco, CA at the rate of \$259/night (single/double). For reservations, call 866.781.2364 and indicate you are attending ACC's Executive Leadership Institute to receive the group rate. The reservation cutoff date is August 22, 2008; however, we recommend you make your reservation now as rooms often sell out in advance of the cutoff date.

CANCELLATION POLICY

All cancellations or substitution requests (substitutes must be eligible to attend) must be sent in writing to education@acc.com. Cancellations received in writing by August 15, 2008 will be fully refunded minus a \$150 administrative fee. No refunds will be made after September 15, 2008. Cancellations received in writing between August 15, 2008 and September 15, 2008 will receive a full credit towards attendance at another Executive Leadership Institute within one year of the Fall 2008 institute (only monies paid for the 2008 Fall meeting will be credited). If written notification or cancellation is not received by September 16, 2008, no refunds or credits will be issued of any kind; no exceptions.

SPECIAL REQUIREMENTS/DIETARY RESTRICTIONS/QUESTIONS

Participants with special requirements, dietary restrictions or questions regarding the Executive Leadership Institute should contact ACC's Education Department: 202.293.4103, ext. 451; education@acc.com.

