

RIMS 2008 Western Regional Conference Policies and Procedures

Upon registering, RIMS will verify your membership status to ensure that the correct registration fee is charged, regardless of the category you have selected.

Deadline Dates for Registration:
Before July 18, 2008 – Early Bird Rate Ends
August 15, 2008 – Regular Rate Ends

September 2, 2008 – On-site Rate Begins

Registrations received after August 15, 2008 will be processed subject to onsite fees.

Payment Instructions

Registrations completed online with credit card payment are processed immediately. **Registrations completed online choosing check or bank transfer payments will not be processed until payment is received.**

Check payments via regular mail must be sent to: Risk and Insurance Management Society, Inc., P.O. Box 95000-2345, Philadelphia, PA 19195-2345.

Check payments via express or overnight mail must be sent to: Image Remit, 205 North Center Drive, North Brunswick, NJ 08902, Attn: P.O. Box 95000-2345.

Submissions by mail will be processed within 10-15 business days. Payments that are not received and/or post marked by the respective cut-off date will be subject to additional fees.

Bank Transfers are payable only in U. S. dollars drawn from a U. S. bank. Transferred funds must be sent to:

Commerce Bank
469 Seventh Avenue
New York, NY 10018
Account name: RIMS Operating Account
Account number: 7920319089
ABA number: 026013673

Registrant is responsible for all bank charges, including a \$30 RIMS processing fee, which must be added to the total amount transferred. The bank order must include the registrant name(s) and company. Please enclose a copy of your bank order with your registration materials. **RIMS Federal Tax ID# 13-1860397.**

RIMS Registration Categories

Corporate Member*

Available to any corporation provided that the individual representatives, known as "Deputy members", are salaried employees of the organization (or affiliated entity) requesting membership and have regular duties in risk or insurance management and/or employee benefits management for the benefit of the member company. Membership includes 2 deputies to receive full benefits. Additional deputies can be added for a nominal fee.

Associate of the Society*

Any individual who can confirm their commitment to uphold and further the risk management discipline, and who is NOT eligible for Deputy membership. This membership is available to the vendor or service provider - i.e. - broker, lawyer, consultant, account executive, sales, outsourced risk manager, etc., who works with clients of their employer.

Retired Member*

Available to the Deputy member, Educational Member, or Associate of the Society who was previously employed in Risk Management or one of its related specialties prior to full retirement, and not eligible for any other class of membership.

Educational Member*

Available to any individual whose primary occupation is a faculty member teaching risk management, insurance or benefits courses at an institution of higher learning or chairing a department at such an institution, which offers risk management, insurance, or benefits courses.

Affiliate Member*

Available to any current Deputy member upon separation from their current place of employment. Affiliate Membership is renewable once, for a maximum of 2 years from the date of separation. Membership terminates upon acceptance of employment.

Student Member*

Available to a student who is considered "full-time" by the college or university the student is enrolled in, and who is majoring in risk management, insurance, business, finance, or management with an emphasis in risk management and/or insurance. A student member may not otherwise be eligible for membership in another class.

*Members are required to pay Local Chapter dues if applicable.

Cancellations and Changes

Requests for refunds/cancellations, or downgrades must be made by August 15, 2008 and submitted to the Web address below. All requests will be subject to a \$75 administrative fee:

<http://www.RIMS.org/ConferenceChanges>

Cancellations received after August 15, 2008 will not receive a refund, credit or price adjustment. Requests for refunds made by August 15, 2008 will be issued 60 days following the Conference.

RIMS reserves the right to cancel this conference if conditions warrant. In the event of such a cancellation, registration fees will be refunded. However RIMS is not responsible for any travel or lodging expenses incurred due to cancellation of the conference. If for any reason you must cancel your conference registration, please remember to cancel your housing arrangements separately. RIMS is not responsible for hotel no-show fees or any travel or lodging expenses.

Substitutions

Requests to substitute or transfer your registration by August 15, 2008 must be made through the following Web site: <http://www.RIMS.org/ConferenceChanges>

Requests to substitute or transfer your registration after August 15, 2008 must be made in writing on corporate stationary and be presented at the on-site attendee help desk.

All substitutions are subject to a \$75 administrative fee, plus any additional fees due to differences in the member type, e.g., transferring a member registration to a non-member registration.

Sessions

Due to meeting room space restrictions, RIMS requests you to register in advance for the specific sessions, lunches and events you wish to attend. Although sessions are on a first come, first-served basis, completing the session registration information will allow RIMS to assign each session to a room of the appropriate size for that group. You will be given an opportunity to select sessions when you receive your e-mail registration confirmation.

Events

Only individuals registered and badged may attend conference events. Guests of registrants must register to attend the opening reception and the Thursday evening Gala.

Hotel Reservations

RIMS has negotiated special hotel rates for attendees of the conference. Please secure your hotel reservation at any time by going to the following website: www.hyatt.com