

A. Registrations may be charged to Visa, MasterCard or American Express credit card. Credit card payments require the complete credit card number, expiration date, security code, name as it appears on the card, and complete billing address.

**Registration payments are processed through**

**Paypal Secured Payment Processing.**

B. September 8, 2015, is the DEADLINE to qualify for the advance registration rate. Payment transactions must be completed on or September 8, 2015 (by midnight Mountain Daylight Time), to take advantage of the discounted rate.

C. The MP Associates office will continue to accept faxed or mailed registrations thru September 18, 2015 at the at-conference rate. On-line registrations will be accepted thru October 9, 2015 at the at-conference rate.

D. Cancellation/Refund Policy - Written requests for conference cancellation and refund will be honored when received before September 4, 2015. No refunds will be made for cancellations received after September 4, 2015 and all registration fees will be forfeited.

E. Membership number must be included at time of submission to receive the membership rate. No refunds will be made for change in membership status. If you would like information on becoming an IEEE member, visit the IEEE website. No Company Memberships are accepted, individual memberships only.

**MAIL OR FAX REGISTRATION**

A. Payment MUST be included with the registration form or it WILL be discarded.

B. Register ONE person per form (copy form as needed).

C. Mail registration form to: MP Associates 1721 Boxelder St. Ste. 107 Louisville, CO 80027

D. Fax registration form to: ++1-303-530-4334

Registration questions? Email [register@mpassociates.com](mailto:register@mpassociates.com)