

Registration information

REGISTRATION DESK

The registration desk will be located in the Grand Canyon and grand Sonoran Ballroom Foyer.

HOURS

Wednesday, September 24, 2008 12:00 noon - 7:00 pm

Thursday, September 25, 2008 7:30 am - 4:30 pm

Friday, September 26, 2008 7:30 am - 3:30 pm

Saturday, September 27, 2008 7:30 am - 1:00 pm

FEE INFORMATION

Registration Fee Includes: AIRA Opening Reception, Conference Educational Program and Materials

Spouse Fee Includes: AIRA Opening Reception

Registrant and registered spouse may purchase tickets for the Final Night Dinner, Breakfasts, Luncheons and Tours.

CANCELLATION & REFUND POLICY

Refunds less \$100.00 Processing Fee will be granted if written requests are received **PRIOR TO August 25, 2008**. No refunds will be granted after **August 25, 2008** except in the case of a medical emergency or a death in the family. For more information regarding administrative policies such as complaint and refund, please contact our offices at 803-957-6225. **Breakfasts, Luncheons, Final Night Dinner and Tours are NON-REFUNDABLE after August 25, 2008.**

ALL CANCELLED REGISTRATIONS (REGARDLESS OF WHEN THEY ARE RECEIVED) ARE SUBJECT TO A \$100 PROCESSING FEE

SUBSTITUTIONS & WALK-INS

Substitutions of registrants may be made prior to **08/25/2008** for no additional fee. Substitutions **BETWEEN 08/25/2008 and 09/10/2008** will be subject to a \$100.00 fee. **NO SUBSTITUTIONS WILL BE ACCEPTED AFTER 09/10/2008.** You will be considered a WALK-IN Registrant. **WALK-IN REGISTRATION FEE is \$895**

NAME BADGES

Changes or replacements on site are \$20.00 each. No charge for corrections due to errors. Name badges **MUST** be worn to all NCBJ Sponsored Events.

PHOENIX TOUR INFORMATION

The Tours described in this brochure must be signed up for on the Tour Registration Form. Tours must be paid in advance and included with your registration fees. Tours not meeting minimum participations may be cancelled and your money refunded. Some tickets may be available at the registration desk. **Tickets are NON-REFUNDABLE after August 25, 2008.**

FINAL NIGHT DINNER

Friday, September 26, 7:30 to 10:00pm, will be the NCBJ Final Night Dinner. The entrée for the dinner will be SW Short Ribs and Sea Bass. The fee per **REGISTERED PERSON** is \$95.00. Non-refundable after August 25, 2008.

All attendees and spouses must be registered with the conference to purchase tickets to this event. Name badges and tickets will be required for admittance.

JUDGES AND FACULTY

Please complete the Hotel Reservation Form and mail it along with your Conference Registration Form to:
NCBJ
241 Aristides Drive
Irmo, SC 29063

HOTEL INFORMATION *BOOK YOUR RESERVATIONS EARLY*

There is a 7 day advance cancellation policy meaning reservations cancelled less than 7 days prior to your arrival date are subject to a charge to you for one night's room rate.

Checking out earlier than your reservation check out date will also be subject to a charge to you for one night's room rate.

The NCBJ host hotel is the **JW Marriott Desert Ridge, Resort & Spa**. A block of rooms has been reserved for \$279.00 per night plus taxes. You **MUST CONTACT** the hotel directly for your reservations **UNLESS** you are a Sitting Judge or NCBJ faculty. Rooms may be sold-out prior to the cut-off date of **August 22, 2008**.

JW Marriott Desert Ridge, 5350 East Marriott Drive, Phoenix, AZ 85054, 480-293-5000

OVERFLOW HOTELS with shuttle service to the JW Marriott Desert Ridge during conference hours – posted schedule on our website in July.

A small block of rooms has been reserved at each of 2 additional hotels. Scottsdale Marriott at McDowell Mountain for \$250 per night plus taxes. 480-502-3836

Resort Suites of Scottsdale for \$219 per night plus taxes. 480-585-1234.

CHECKING OUT EARLY

LEAVING PHOENIX PRIOR TO YOUR CHECK-OUT DATE:

If you check out of the hotel early you will cause monetary penalties to NCBJ. Please book your hotel for the exact dates you plan to stay or correct your reservations at least 7 days in advance of your arrival to avoid hotel charges.

TRANSPORTATION BETWEEN AIRPORT & HOTEL

Taxis are approximately a 30 minute commute to the hotels and will run approximately \$50. Valet Parking at the JW Marriott Desert Ridge is \$22 per day. General Parking is free..

CONFERENCE ATTIRE

AIRA Opening Reception: Casual Educational Sessions: Casual
Tours: Casual, good walking shoes Final Night Dinner: Dressy Casual

CLE/CPE EDUCATION INFORMATION

CLE will be applied for in every mandatory state. A full listing of credit hours will appear in your Conference Program. If you are planning to attend the Commercial Law League or the American Bar Association programs for CLE credit, please contact them directly for details. **Be sure to include all your Bar numbers and the corresponding states on your registration page. This will ensure that you receive credit in all states.**

DELAWARE, CALIFORNIA, ILLINOIS, VIRGINIA, GEORGIA CLE

To get CLE Credits for DE, CA, IL, VA, or GA you must circle the program grid for each session you attend and return that grid to the NCBJ Registration Desk **PRIOR to the conclusion of the Conference. You will receive credits only for the ACTUAL SESSIONS that you attend.** If you reside in DE, CA, IL, VA, or GA, the Certificate of Attendance will be provided in your registration packets. The DE, CA, IL, VA, or GA Certificate of Attendance will also be available at the registration desk for those attorneys who live elsewhere. NCBJ Evaluation Forms will be emailed to you immediately following the conference.

NCBJ WILL NO LONGER BE OFFERING CPE CREDIT.

ADDITIONAL INFORMATION

For additional registration information, please contact:
NCBJ, 241 Aristides Drive, Irmo, SC 29063
Attention: Christine J. Molick, Executive Director
Phone: (803) 749-4115 Fax: (803) 749-4116
www.ncbj.org