

A. Registration may be charged to Visa or MasterCard. 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. October 1, 2018, is the DEADLINE to qualify for the advance registration rate. Payment transactions must be completed on or before October 1, 2018 (midnight Mountain Time), to take advantage of the discounted rate. The MP Associates office will continue to accept faxed or mailed registrations thru November 1, 2018, at the at-conference rate. On-line registrations will be accepted thru November 1, 2018 at the at-conference rate.

C. Refund Policy: Written requests for cancellations must be received in the MP Associates office by October 1, 2018 and are subject to a \$35 processing fee. Cancellations received after October 1, 2018, will NOT be honored and all registration fees will be forfeited.

D. 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 ACM or IEEE member, visit the ACM or 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. If payment is received from a non-US bank, the attendee will be charged a collection fee of \$45.

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

E. Fax registration form to: 303-530-4334

Registration questions; email [register@mpassociates.com](mailto:register@mpassociates.com) or call 303-530-4562