



MANDARIN ORIENTAL HOTEL • WASHINGTON, DC • JUNE 14-16, 2009

## CONFERENCE REGISTRATION FORM

Name: \_\_\_\_\_

Preferred name for badge (if different) : \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Sunday Pre-Conference Workshop

I plan to attend the pre-conference workshop from 2:00 to 6:00 pm. Registration is limited to the first 100 people.

### Conference Registration Fees: (Please select appropriate designation)

Member – \$950

Non-Member – \$1,350

Spouse / Guest – Fee Waived: Please provide the name of guest / spouse accompanying you \_\_\_\_\_

Media – No Charge

Software systems providers and other vendors who do not provide record keeping / administration or investment management services must be SPARK members and exhibit in order to attend.

Please submit this registration form and payment by mail to SPARK, 714 Hopmeadow Street, Suite 3, Simsbury, CT 06070 or by fax with credit card information to 860-658-5068.

Card Holder's Name: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CANCELLATION POLICY:** You may cancel at any time at least 30 days in advance of the start of the conference, and receive a refund of your registration fee less a \$100 non-refundable deposit. Registration fees are non-refundable and non-transferable for cancellations made less the 30 days prior to the start of the conference; however, you may send another person in your place with advanced written notice to SPARK.



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## HOTEL REGISTRATION

Hotel accommodations, can be made by completing the following and faxing to SPARK at 860-658-5068, or contacting SPARK directly at 860-658-5058.

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Check-In Date \_\_\_\_\_ Check-Out Date: \_\_\_\_\_ Number of Guests \_\_\_\_\_

If sharing a room with other members from your company please list their name(s): \_\_\_\_\_

### Hotel Guest Rooms:

\_\_\_\_\_ Number of Deluxe Rooms at \$299 each

\_\_\_\_\_ Double Bed \_\_\_\_\_ King

\_\_\_\_\_ Total Amount to be Charged (Not including taxes)

(For other room types or special room arrangements, please contact our office at 860-658-5058. Third person occupancy rates are available upon request.)

Please indicate method of payment:  AmEx  Visa  M/C

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code \_\_\_\_\_  
(only American Express, VISA, or Master Card can be accepted)

Signature Required \_\_\_\_\_ Date: \_\_\_\_\_

Space at the Mandarin Oriental Hotel is limited and reservations will be accepted on a first come, first serve basis. **All reservations must be received on or before 5 pm on Friday, May 14<sup>th</sup>, 2009**, and are subject to room and rate availability. All requests for additional nights either before or after the conference will be addressed on a case by case basis, based on availability. All reservations and cancellations must be received by SPARK at 860-658-5058.

**CANCELLATION POLICY:** When requesting reservations, please note arrival and departure dates carefully. You will be charged for the hotel room unless cancellations are received by SPARK at least 48 hours prior to your scheduled arrival date.

**TRAVEL ARRANGEMENTS** to and from the airport or train station may be arranged through the Mandarin Oriental Hotel Concierge by calling 202-787-6170.

**CHECK-IN TIME:** 3:00 PM

**CHECK-OUT TIME:** 12:00 Noon