

PRESS • RAPS EDUCATION PROGRAM REGISTRATION FORM

POLICIES AND PROCEDURES

Guidelines: RAPS welcomes qualified representatives of news organizations to attend educational conferences that address regulatory initiatives or other newsworthy events for the purpose of reporting and publishing articles. Programs and sessions that provide practical training to regulatory affairs professionals are closed to the press, however. One complimentary registration is granted to each news organization. RAPS reserves the right to refuse press registration from publications/organizations that fail to meet the criteria as news media or adhere to the procedures set by RAPS. Upon arrival, registration confirmation letters should be presented at the check-in table, where badges and press kits will be available. Badges are required at all times. Meals are not included in complimentary press registrations. Publications and marketing materials may not be distributed at RAPS conferences.

Deadline: Registration should be received at RAPS two weeks before the conference. Registrations received after the deadline and on-site registrations accepted upon space availability. Email press@raps.org or call +1 301 770 2920, ext. 245, for space availability.

Confirmed Registration: Written confirmation is forwarded via email within five (5) business days upon receipt. Call the RAPS Communications Assistant at +1 301 770 2920, ext. 245, if you have not received confirmation within seven (7) business days from submittal of registration.

Meeting Cancellation: RAPS reserves the right to cancel any conference at its sole discretion, whereupon all registration fees will be refunded. RAPS will not be responsible for airfare penalties or other costs incurred due to a cancellation.

Agenda/Speakers: Subject to change without notice. Check www.raps.org for updates.

Resources: Conference agendas will be provided to news representatives. Printed speaker handouts (not including reference CD-ROMs) will be available to the press unbound at no extra cost. They may be quoted, but not reproduced in whole or in part without explicit permission from RAPS. They are provided as a helpful resource to news reporters and may not be redistributed or sold.

Cell Phones and Other Noise Interruptions: Cell phones and beepers must be set to mute or turned off while sessions are in progress. Noise interruptions, including keyboarding on laptops, will not be tolerated and will result in immediate expulsion from the room.

Recording: Recording at sessions is allowed for the purpose of taking notes. Permission is needed in advance if the intention is to broadcast any taped session, in full or in part. Videotaping is not allowed.

Please help RAPS maintain a thorough archive of press coverage by providing RAPS with a clipping, e-copy or URL of articles developed from information presented at conferences.

Mail clippings to:
Press clippings
5635 Fishers Lane, Suite 550
Rockville, MD 20852
Fax: +1 301 770 2924
Email: press@raps.org

PRESS REPRESENTATIVE INFORMATION

Conference _____

Conference Date _____

Mr Ms Dr First Name _____

MI _____ Last Name _____

Advanced Degree JD PhD PharmD MD DDS/MD ScD DVM

Title _____

Company _____

Address _____

Address _____

City, State/Province _____ Mail Stop _____

Postal Code _____ Country _____

Phone (with area/country code) _____

Fax (with area/country code) _____

Email Address (required for confirmation) _____

Please list special accessibility requirements _____

Emergency contact: Name _____

Phone number _____

Please add me to your press e-list for future press releases and advisories.

SEND TO RAPS PRESS REGISTRATION

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