

Mail/Fax Conference Registration Form



Registration for the WritersUA Conference for Software User Assistance is easy! Just fill out this form and fax or mail it to us. Please fill out one copy of the form for each attendee.

Registrant Information

If you are registering as part of a group of five or more from the same organization, include the name of a group contact person at the end of this section. Please fill out one form for each attendee.

Name	Organization	
Street Address	City	
State/Region	ZIP/Postal Code	Country (if not U.S.A.)
Mail Stop or Dept.	Email Address (req'd)	
Phone	Group Contact Person (req'd for group registrations)	

Session Selection

Conference Sessions Monday, March 16, through Wednesday, March 19, include continental breakfast each day, two Networking Lunches, and Reception. Supplemental Conference Seminars are held Sunday, March 16. You do not have to attend the Monday through Wednesday Conference sessions in order to register for the Sunday seminars.

Conference Sessions • Monday through Wednesday

These prices are in effect Feb. 3.

- Single registrant - \$1,295
- 2007 Conference attendee¹ - \$1,195
- Each attendee in group of 5 or more² - \$1,195

Sunday Supplemental Seminars • 1:00 - 4:30 pm

The seminar fee is \$195.

- Introduction to DITA, Tony Self
- Writing User Assistance that Improves Performance, Rob Houser
- 18 Tips for Designing E-learning, Saul Carliner

Your total Conference fee: \$ _____

¹ If you attended the 2007 WritersUA Conference in Long Beach, you will receive a \$100 discount off the Single Registrant fee. No other discounts apply. The discount is not transferable and only applies to attendees of the 2007 event.

² To qualify for the group rate of \$1,095, we need to receive at least five registrations at one time. If you think there may be more than five, you can add the extras at a later time. However, you still need to enter the first five now with guarantee of payment. Please note that no other discounts can be combined with this offer.

LaunchPad Certificate Program

This program is designed for novice user assistance professionals to introduce them to the field, their colleagues, and to provide guidance throughout the conference. This is complimentary, but you must sign up prior to the conference.

- Sign me up for the LaunchPad Program!

Method of Payment

We accept VISA, MasterCard, Discover, Diners Club, American Express, corporate purchase orders (signed and approved), or checks (payable to WinWriters, Inc.). All registrations must be paid prior to the Conference. We accept purchase orders until February 8, 2008. Invoice terms are net 30. However, WritersUA must receive all payments by March 3, 2008.

To Pay by Credit Card

We accept VISA, MasterCard, Discover, Diners Club, or American Express credit cards as payment for your Conference fees. All fields except "Receipt Address" are required below.

Cardholder Name _____

Account Number _____ Exp. Date _____

We should send the credit card receipt to:

- Attendee
- Cardholder (if not attendee)

Email Address (if different from that in Registrant Information) _____

To Pay by Corporate Purchase Order or Check

We accept purchase orders until February 8, 2008. Invoice terms are net 30. However, WritersUA must receive all payments by March 3, 2008.

Corporate P.O. # (required) _____

Make checks payable to "WinWriters, Inc."

Cancellation Policy

For cancellations received by March 1, 2008, we will refund your fee less \$50 for administrative expense. No refunds will be granted for no-shows and cancellations received after March 1. We accept substitutions at no extra charge with written notice prior to March 3.

Send Us the Form

Mail or fax this form along with your purchase order or check to:

WritersUA, P.O. Box 2809
Vashon, WA 98070-2809, USA
Fax: 815-572-5442 Phone: 206-285-2605

You will receive a formal invoice/receipt and additional Conference details by email.

Thank you for registering and we look forward to your participation at the 2008 WritersUA Conference for Software User Assistance!

02/03/08