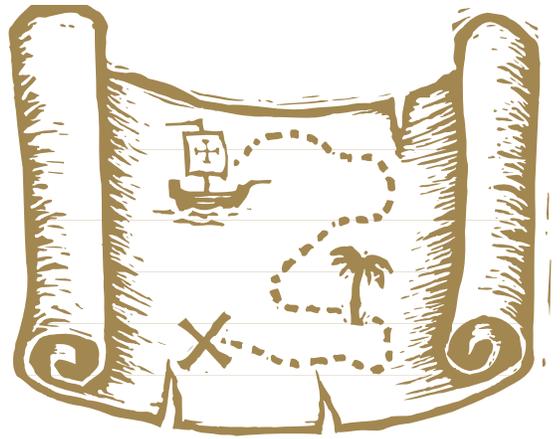


Uncover the  
**Treasures**  
of Paralegal Education



American Association for Paralegal Education  
**24th Annual Conference**  
October 19 – 22, 2005 • Tampa, Florida

**REGISTRATION INFORMATION**



## Conference Highlights

- Conference registration fees at the same low cost
- 30 quality educational sessions offered by outstanding speakers
- Pre-conference hands-on session at an affordable rate
- Affordable hotel
- Easy access to the host city

# Uncover the Treasures of AAFPE

While you are enjoying summer, remember that October is coming. The National Conference Committee invites you to Tampa from October 19-22, 2005.

For your first consideration, there is a **pre-conference session** entitled, "Online Toolbox". This hands-on session will provide attendees with valuable software applications and a few surprises. This session has a separate registration fee so be sure to check the registration form.

Next are the **conference sessions**. We have a track of valuable sessions to aid the new program directors and faculty. Another track will focus on sessions designed to facilitate application for ABA approval and re-approval. A final track will incorporate technology and advanced teaching concepts. In addition, there are several roundtables throughout the conference so that you can share information with your peers. The business meeting, the election of officers and board members, is important to the future of AAFPE. And, of course, there are a few committee meetings.

A very important consideration is the **networking** element of AAFPE. I know that I learn a lot of useful tips just from talking with my peers in between sessions, during meals, and at the opening reception.

We have a full house of **vendors** who will be waiting to display their newest tools for our use. Of course, there are the enticing little "giveaways", too.

Another consideration would be Tampa. With an average October temperature between 65-75 degrees, conference goers will enjoy the evening Tampa sky after a satisfying day of education. Tampa's strong Spanish heritage can be seen from the influence of explorer Ponce de Leon to Vicente Martinez Ybor. Today, Hispanic culture enlivens Ybor City, which covers about two square miles between Nebraska Avenue, 22nd Street, Columbus Drive and East Broadway. Ybor City is one of only three National Historic Landmark Districts located in the State of Florida. Cobblestone streets and huge old cigar factory buildings make up this historic and legendary town. Ybor, revitalized in the late 1990s, attracts visitors due to its wide variety of shops, restaurants, clubs, and galleries. In addition, there is the strong presence of railroads, tobacco, and shipping that dot the harbor and the streets. Tampa's port is now the seventh largest in the nation.

Uncover the treasures of AAFPE's 24th annual conference in Tampa. We'll be looking for you.

Kathryn L. Myers  
Saint Mary-of-the-Woods College  
National Conference Committee Chairperson  
And AAFPE Past President 2000-01

## Committee Members

Chelsea Campbell, Lehman College  
Marisa Campbell, Meredith College  
Nicholas Riggs, Sullivan University  
Joan Spadoni, Bay Path College

# Schedule-At-A-Glance CONFERENCE 2005

## Wednesday, October 19

7:00 AM – 6:00 PM	Registration Open
8:00 AM – 12:30 PM	<b>The Online Toolbox Special Workshop</b> – Additional Registration Fee
1:00 PM – 7:30 PM	<b>Exhibit Hall Open</b>
3:00 PM – 4:00 PM	A. <b>ABA Approval</b> B. <b>ABA Reapproval</b> C. <b>ABA Interim Reports</b>
4:00 PM – 4:15 PM	Refreshment Break in Exhibit Hall
4:00 PM – 6:00 PM	ABA Information Room
4:15 PM – 5:45 PM	<b>CONCURRENT SESSIONS</b> <ol style="list-style-type: none"><li><b>Newcomers Orientation</b> <i>If you are a new program director or if this is your first AAFPE annual conference, meet the Board of Directors and learn about AAFPE and all it has to offer you!</i></li><li><b>Regulation Update</b> <i>California has had paralegal regulation in place for years, North Carolina just enacted a voluntary certification process for paralegals and Wisconsin's proposal for paralegal regulation is currently before their Supreme Court. Get information about paralegal regulation around the country as well as the hows and whys.</i></li><li><b>Distance Education Roundtable</b> <i>Are you involved in distance ed? Do you have a question or better yet, some answers? Share your knowledge in this roundtable discussion. Bring materials to share.</i></li><li><b>Software Theater – Vendor Demonstrations</b> <i>Software vendors will offer continuous "shows" of their products today and throughout the conference.</i></li></ol>
6:00 PM – 7:30 PM	Hors d'oeuvre Welcome Reception – In Exhibit Hall (Cash bar)
Evening	Dinner on your own

## Thursday, October 20

7:30 AM – 4:00 PM	Registration Open
7:30 AM – 4:00 PM	<b>Exhibit Hall Open/AAfPE Information Exchange</b> – (Information Exchange open to Submitters)
8:00 AM – 5:00 PM	ABA Information Room
8:15 AM – 9:45 PM	<b>Opening General Session/Meet the Candidates</b>
9:45 AM – 10:00 AM	Refreshment Break
10:00 AM – 4:00 PM	Software Theater Vendor Demonstrations
10:00 AM – 11:15 AM	<b>CONCURRENT SESSIONS</b> <ol style="list-style-type: none"><li><b>Teaching Competition: An Educator's Demonstration of a Paralegal Lesson</b> <i>An Educator's demonstration of a Paralegal Lesson. Come and observe your peers at work.</i></li><li><b>National Paralegals Organizations: How They Serve Student Needs</b> <i>Representatives from national paralegal associations will discuss and provide materials on their organizations' mission statements, activities, and outreach to paralegal students in educational institutions.</i></li><li><b>Publish or Perish: Meeting College Requirements or Your Own Personal Goals</b> <i>This session offers advice from veterans on publications, including scholarly, organizational and personal. Areas include: topic selection, targeting potential publications for your work, the process (peer review, working with editors, revise and resubmit issues, timelines, deadlines), co-authoring, mentoring, and manuscript issues.</i></li><li><b>Uncover the Treasures of Grant Writing</b> <i>Grant writing is a unique skill that is beneficial to educators and institutions. This session offers advice and guidance about how to turn your idea into a possibly "fundable" grant project by demystifying the maze of rules, regulations and the process. From identifying institutional needs and potential funding sources, to initial contacts, providing essential information to the donor, to personal or written presentations, this session offers ideas about finding that desired match with funding sources.</i></li></ol>
11:30 AM – 12:30 PM	<b>Networking Lunch</b> <b>Introduction of <i>Journal of Law and Paralegalism</i></b>
12:30 PM – 1:45 PM	<b>General Session</b> <i>A number of mini-presentations that can serve as professional development at faculty meetings will be presented; for example, <i>Humor in the Classroom</i>; <i>The Most Important Question is "Why?"</i>; <i>Classroom Technology (Almost) Everyone Can Afford and Understand</i>. <i>Classroom Performance System (CPS)</i> will be utilized to project a question on the screen and 20 attendees will be given remote devices which they will use to answer the question. The results are then posted on the screen.</i>
1:45 PM – 3:00 PM	<b>CONCURRENT SESSIONS</b> <ol style="list-style-type: none"><li><b>Interns, Students and Legal Issues with ADA</b> <i>Uncover information about legal issues with the ADA (Americans with Disabilities Act) Regulations and Compliance, Internship and Placement and other issues relating to the administration of Paralegal Programs.</i></li><li><b>Getting the Most out of a Sabbatical</b> <i>This session offers a primer on sabbaticals for paralegal educators. Topics will include the main elements of a sabbatical, examples of sabbatical proposals, and how to turn your project ideas into sabbatical proposals.</i></li><li><b>Uncover a Treasured Tool: Using Law in Media for Classroom Teaching</b> <i>Tips and techniques for using videos and other media as effective teaching tools will highlight this session.</i></li><li><b>Preparing for an ABA Site Visit</b> <i>AAfPE's representative for Certificate Programs to the Approval Commission of the American Bar Association's Standing Committee on Paralegals, will provide information on the ABA site visit as well as helpful tips for making sure that your site visit runs smoothly.</i></li></ol>
3:00 PM – 3:15 PM	Refreshment Break in Exhibit Hall

**Thursday, October 20 continued**

3:15 PM – 4:30 PM

**CONCURRENT SESSIONS****13. Fostering Diversity Across the Curriculum***This session will show educators how to confront diversity issues across the curriculum using conflict resolution skills, case law and film clips.***14. Utilization of Advisory Boards: Strategies to Ensure Optimum Use of Resources Available***Does your Advisory Board work for you? This session will provide strategies to ensure optimum use of the resources available through Board members. (Revised ABA Guidelines)***15. Uncovering Alternate Teaching Methods (Games People Play): Session 1***Exciting methods of teaching legal concepts using popular games will highlight this session.***16. Educational Partnerships with the Military***The goal of this session is to provide information on procedures for setting up a relationship with a military instillation for the development of an educational program or course offerings that meet the needs of military personnel and their family members. Topics include dealing with the unique nature of the military; gaining approval of the educational program by the military; institutional and ABA approval implications for such programs; and making decisions on the logistical details (location, days/times, and resources) for courses offered in such programs.*

4:30 PM – 5:30 PM

**A. National Conference Committee Meeting (Open Forum)***Are you interested in presenting at next year's conference? Do you have ideas for exciting sessions? This meeting is for you.***B. Author's Roundtable****C. LEX Advisory Board Open Forum***Learn about LEX, its requirements, its ceremonies and more.***D. Publications Committee***Learn about writing for the Educator or for the Journal.*

6:00 PM – 7:00 PM

AAfPE Gathering Place

6:30 PM

Optional Evening Event

**Friday, October 21**

7:30 AM – 4:00 PM

Registration Open

7:30 AM – 4:00 PM

**Exhibit Hall Open /** AAfPE Information Exchange – Open to All

7:30 AM – 4:00 PM

Software Theater Vendor Demonstrations

8:00 AM – 5:00 PM

ABA Information Room

8:15 AM – 10:15 AM

**AAfPE Business Meeting**

10:15 AM- 10:30 AM

Refreshment Break

10:30 AM – 11:45 PM

**CONCURRENT SESSIONS****17. North East Region Roundtable****18. South East Region Roundtable***Florida members will have a special session; see Susan Harrell***19. North Central Region Roundtable****20. Pacific Region Roundtable****21. South Central Region Roundtable**

11:45 AM – 1:15 PM

**Awards Luncheon**

1:15 PM – 2:30 PM

**CONCURRENT SESSIONS****22. Adjuncts: Recruiting, Training, Effective Use and Retention***How can you comply with the ABA guidelines on faculty? This session provides tips and techniques for finding and training quality faculty.***23. Teaching Bioethics as a Critical Thinking Skill***This presentation will show how the ethical implications of current bioethical issues such as stem cell research, in vitro fertilization, living wills and assisted suicide can broaden students' perspective of ethics. Students are familiar with "legal ethics" as a body of rules that govern legal practitioners. This course is designed to broaden ethical inquiry by introducing different theories of ethical and moral reasoning, including "deontological" rule-based ethics, the "utilitarian" method of analyzing right conduct based on its consequences, different religious views of ethics, and both feminist and feminine ethics. Students learn to recognize these concepts in current topics of ethical debate and in cases in which courts apply both law and ethics to reach decisions. They research a bioethical issue and apply both law and ethics to their analysis.***24. Uncover Treasures from the Employers' Perspectives***A panel of employers will discuss what they look for in employees. Ask questions and enjoy the great group think about skills that employers need.***25. Marketing Your Program: Uncovering Hidden Treasures***An examination of marketing strategies — old and new. Traditional methods that still work, and why they work, will be highlighted. New marketing methods to attract the student of the 21st century will also be explored.*

2:30 PM – 2:45 PM

Refreshment Break

2:45 PM – 3:45 PM

ABA Open Forum – Regional Accreditation Issues

3:45 PM – 4:45 PM

**A. Regional Conference Hosts (2006/2007)***If you are hosting a regional conference in 2006 and/or 2007, you should attend this meeting.***B. Certificate Program – Roundtable***If you have a certificate program, bring your comments and concerns to the discussion***C. Associate Degree Program – Roundtable***This discussion group will focus on issues for Associate degree programs, such as articulation agreements.***D. Bachelor Degree Program – Roundtable***If you have some issues regarding your bachelor degree program, join this lively discussion about salient topics*

5:00 PM – 6:30 PM

AAfPE Gathering Place

Evening

On Your Own

**Saturday, October 22**

7:30 AM – 11:30 AM

Registration / **Coffee in Exhibit Hall**

8:15 AM – 9:30 AM

**CONCURRENT SESSIONS****26. Games People Play: Session 2***Exciting methods of teaching legal concepts using popular games will highlight this session.***27. Uncover the Treasures of Testing Tools: Creating a Quality Test***Are you curious as to what makes a test "good"? Do you struggle with creating the "right" test for the subject or for the students? If so, you will find the "treasures" from this panel very useful.***28. Creating Quality Power Point Presentation***This session will provide hints for a successful presentation, tools for effective PowerPoint slides, and guidelines for inclusion of text, clip art and graphics*

9:30 AM – 10:45 AM

**General Session**

10:45 AM – 11:30 PM

**Brunch and Closing Session**

# Registration Information and Policies

1. **Monday, October 3, 2005, is the cut-off date to qualify for the “early bird” registration fees.**
2. Each attendee **MUST** complete an individual registration form in its entirety, including payment information. Registration can also be done online by visiting the AAFPE website at [www.aafpe.org](http://www.aafpe.org) and clicking the **ONLINE REGISTRATION LINK**.
3. Registrations paid by credit card will be accepted via fax to 856-423-3420. **DO NOT** mail registration form if faxing as it may result in duplicate charges to your credit card.
4. All fees must be payable to AAFPE, paid in U.S. funds, and drawn on a U.S. bank. No registration will be processed without receipt of payment.
5. Full registration includes tickets for the following food functions:
  - Wednesday Welcome Reception
  - Thursday and Friday, Continental Breakfasts
  - Thursday Networking Luncheon
  - Friday Awards Luncheon
  - Saturday Closing BrunchHotel staff will be present to collect tickets for each event. Please treat your tickets as “cash” and help AAFPE control costs by presenting the tickets at the events.  
*Note: Tickets may be purchased for guests not registered for the meeting. Advance purchases are encouraged.*
6. All cancellations or requests for refunds must be received in writing by mail, e-mail or fax to AAFPE Headquarters as follows:
  - a) Registrations cancelled on or before October 3, 2005 are eligible for a full refund.
  - b) Registrations cancelled after October 3, 2005 are non-refundable and cannot be applied as “credit” to the following year. Substitutions are permitted.
  - c) Member substitutions may be made at any time upon payment of a \$25.00 administrative fee.
  - d) Attendees are responsible for making their own hotel and travel reservations and any cancellations for these items.
7. Guest policies:
  - a) Please indicate the name of any registered guest(s) at the time of your registration. Guest registration includes the Welcome Reception, Thursday and Friday Continental Breakfasts, Thursday and Friday Luncheons and the Saturday Closing Brunch.
  - b) Unregistered guests who intend to accompany you to any food functions (Welcome Reception, Continental Breakfasts, Awards Luncheon, Closing Brunch) must purchase a ticket for that event. Availability of tickets is limited and advance purchase is encouraged.
8. Attendees will receive registration confirmation via email or standard mail after receipt of payment either by check, credit card or purchase order. Please allow at least two weeks for receipt of your confirmation. Purchase order registration requests will not be processed until payment is received. Should you not receive a registration confirmation after payment is received, please call 856-423-2829.

## General Information

### Hotel Reservations

#### Hyatt Regency Tampa

211 North Tampa Street, Tampa, Florida 33602

Ph: 813-225-1234 • Fax: 813-273-0234

The Hyatt Regency Tampa is the location of the 24th Annual AAFPE Annual Conference. The Hyatt Regency Tampa is conveniently located approximately 15 minutes from the Tampa International Airport as well as just a few minutes from many of the area's attractions: theme parks, museums, the aquarium, theatre, historical sites, shopping, dining and nightlife.

The guaranteed AAFPE room rate for the Conference is \$125 single/double occupancy plus applicable state and local taxes, which are currently 12%.

To make your reservations, call the hotel directly at 1-813-225-1234 or 1-800-233-1234 or visit the Conference page on the

AAFPE website, [www.aafpe.org](http://www.aafpe.org). Please identify yourself as attending the American Association for Paralegal Education or AAFPE Conference.

A one night deposit, per room, is required to guarantee your reservation and must be received no later than 14 days after the reservation is made or the room will be released. Cancellations for reservations must be received by 3:00 pm (Eastern time) 24 hours prior to arrival date. Please note that check-in time is 3:00 pm and check-out time is 12:00 pm.

Guest room amenities include televisions with remote controls, cable and pay-for-view movie channels, two telephones, one with data port and speaker phone features, voice mail/message services, video messages, account review and check-out services, individual climate controls, full bath amenities, iron and ironing board, AM/FM clock radio, hair dryer, coffee maker, ergonomic work area, sitting area and in-room safe.

*continued on page 6*

# General Information *cont.*

Surrender to the relaxing facilities and exceptional service at the Hyatt Regency Tampa featuring a tropical outdoor pool, heated whirlpool, sundeck, fully equipped health club, and a friendly, dedicated staff ready to exceed your expectations.

The Hyatt also offers a Business Center for guests. Communication systems include telephone, telefax and data port. The Business Center is open 24 hours a day.

The hotel restaurant, Avanzare, is located at the bottom of a tropical 5-story atrium and waterfall, offering a bistro type setting for breakfast and lunch, and fine dining for dinner. Breakfast is served from 6 am to 11 am, lunch starting at 11 am to 3 pm. Dinner service begins at 5 pm to 10 pm. The Avanzare Lounge offers a lite fair menu from 3 pm to midnight daily. The coffee bar proudly brews Starbucks coffee and offers a variety of breakfast bakeries, open daily 6 am.

## Nearby Things to Do

In Tampa Bay you don't have to look too far for adventure. Packed with excitement, the Bay area offers visitors an explosion of educational, entertaining and cultural attractions. With family venues such as zoos, aquariums and theme parks and a climate that allows for outdoor activities like beach-going and canoeing year-round, it's no wonder families love Tampa Bay. The area is home to such favorites as Busch Gardens, The Florida Aquarium, Museum of Science & Industry and Lowry Park Zoo.

## Downtown/South Tampa/Ybor City

The downtown skyline marks the bustling waterfront region of downtown Tampa, and provides the backdrop for some of the area's most recent tourism developments. The St. Pete Times Forum, Channelside entertainment district, and Garrison Seaport provide visitors and residents alike with plenty of opportunities for fun and relaxation. The Forum serves as the home to professional hockey and arena football, plus many other world-class concerts and events. At Channelside, numerous shops, restaurants and an IMAX theater center around a Mediterranean-style courtyard complete with fountain and skyline terrace views. Cruise passengers from near and far get treated to the newly-renovated terminals at the Garrison Seaport. Rounding out the east side of the downtown waterfront is the spectacular Florida Aquarium. Anchoring the west side of downtown along the scenic Hillsborough River is the Tampa Convention Center, Tampa Museum of Art, University

of Tampa and the Henry B. Plant Museum (formerly the Tampa Bay Hotel), and the Tampa Bay Performing Arts Center. Just a few blocks away is Ybor City, a National Historic Landmark District and former "cigar capital of the world." Ybor City also doubles as the nightlife capital of Florida's west coast. During the day, visitors can explore the heritage and ethnic diversity of the area at the Ybor City State Museum, then dance the night away at any number of clubs and hotspots in Centro Ybor or all along the main thoroughfare of 7th Avenue.

## Busch Gardens/North Tampa

A mix of natural and man-made wonders characterize the North Tampa region and allow you to experience the best of Florida during your vacation stay. Attractions top the list of things to do here, with Busch Gardens, Lowry Park Zoo, and the Museum of Science & Industry offering enough to keep you busy for an entire week. But don't miss the chance to discover the history of the Florida "cracker" at a working cattle ranch or take in the natural beauty of the area with a trip to the Hillsborough River State Park, a 16,000-acre preserve where you can paddle down the river and catch a glimpse of Florida's wildlife. The University of South Florida adds a touch of diversity to the area by offering great collegiate sports, performances, exhibits, and lectures in the arts and humanities, and a great venue for big-name concerts at the Sun Dome.

The above listing is not meant to be inclusive. For the most up-to-date information, please visit the Tampa Convention and Visitors Bureau website at [www.visittampabay.com](http://www.visittampabay.com).

## Weather/Dress

Tampa Bay's weather is a combination of bright sunny days tempered by gentle bay breezes. In the fall, the days are pleasantly warm, while the evenings can be a bit cooler. The average annual temperature in Tampa is a comfortable 72 degrees.

Loose, lightly colored clothing is recommended for daytime activities; a lightweight jacket or sweater is a good choice for the evening, especially for activities on or near the water. Comfortable walking shoes will help make the experience at the area's numerous attractions and shopping malls a pleasant one. Sunscreen rated SPF 15 or higher is also a must for visitors of all ages.

Dress for the AAfPE conference is business casual.

### FOR MORE INFORMATION PLEASE CONTACT:

American Association for Paralegal Education, 19 Mantua Road, Mt. Royal, NJ 08061  
Phone: 856-423-2829 • Fax: 856-423-3420 • Email: [info@aafpe.org](mailto:info@aafpe.org)

# Preliminary Conference Registration Form



American Association for Paralegal Education  
**24th Annual Conference**  
 October 19 – 22, 2005 • Tampa, Florida

(Please use **one form for each person**. Photocopy as needed.) Registration can also be done online by visiting the AAFPE website, [www.aafpe.org](http://www.aafpe.org), and clicking the **ONLINE REGISTRATION** link.

**Educational Session Choices** – Help us assure adequate seating. Take a minute to select your choice for each session.

*NOTE: Schedule is subject to change.*

**Wednesday – 8:00 am – 12:30 pm**  
 Online Toolbox – *Additional Fee required*

**Session I – Wednesday – 4:15 pm – 5:45 pm**  
 #1 Newcomers Orientation  
 #2 Regulation Update  
 #3 Distance Education/Roundtable  
 #4 Software Theater

**Session II – Thursday – 10:00 am – 11:15 am**  
 #5 Teaching Competition  
 #6 National Paralegals Organizations: How They Serve Student Needs  
 #7 Publish or Perish: Meeting College Requirements or Your Own Personal Goals  
 #8 Uncover the Treasures of Grant Writing

**Session III – Thursday – 1:45 pm – 3:00 pm**  
 #9 Interns, Students and Legal Issues with ADA  
 #10 Getting the Most out of a Sabbatical  
 #11 Uncover a Treasured Tool: Using Law in Media for Classroom Teaching  
 #12 Preparing for an ABA Site Visit

**Session IV – Thursday – 3:15 pm – 4:30 pm**  
 #13 Fostering Diversity Across the Curriculum  
 #14 Utilization of Advisory Boards: Strategies to Ensure Optimum Use of Resources Available  
 #15 Uncovering Alternate Teaching Methods (Games People Play): Session 1  
 #16 Educational Partnerships with the Military

**Session V – Thursday – 4:30 pm – 5:30 pm**  
 National Conference Committee Meeting – Open Forum  
 Author's Roundtable  
 LEX Advisory Board – Open Forum  
 Publications Committee

**Session VI - Regional Issues- Friday – 10:30 am – 11:45 am**  
 #17 North East Region Roundtable  
 #18 South East Region Roundtable  
 #19 North Central Region Roundtable  
 #20 Pacific Region Roundtable  
 #21 South Central Region Roundtable

**Session VII – Friday – 1:15 pm – 2:30 pm**  
 #22 Adjuncts: Recruiting, Training, Effective Use and Retention  
 #23 Teaching Bioethics as a Critical Thinking Skill  
 #24 Uncover Treasures from the Employers' Perspectives  
 #25 Marketing Your Program: Uncovering Hidden Treasures

**Session VIII – Friday – 3:45 pm – 4:45 pm**  
 Regional Conference Hosts (2006/2007)  
 Certificate Program – Roundtable  
 Associate Degree Program – Roundtable  
 Bachelor Degree Program – Roundtable

**Session IX – Saturday – 8:15 am – 9:30 am**  
 #26 Uncovering Alternate Teaching Methods (Games People Play): Session 2  
 #27 Uncover the Treasures of Testing Tools: Creating a Quality Test  
 #28 Creating Quality Power Point Presentation

**Please check all that apply**

This is my FIRST AAFPE Conference  
 I am a NEW PROGRAM DIRECTOR (less than 1 year)  
 Please use this address information to update my membership record

Special Needs? AAFPE complies with ADA requirements. If you have special needs, please contact the AAFPE Meeting Manager at [info@aafe.org](mailto:info@aafe.org)  
 Dietary Need?  
 Vegetarian       Kosher

Full Name \_\_\_\_\_

First Name for Badge \_\_\_\_\_

Title \_\_\_\_\_

Institution/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Phone (please include area code) \_\_\_\_\_ Fax (please include area code) \_\_\_\_\_

Email \_\_\_\_\_

<b>REGISTRATION FEES</b>	<b>RECEIVED On/Before October 3, 2005</b>	<b>RECEIVED After October 3, 2005</b>	<b>TOTAL</b>
<b>1. Full Conference – All Tickets Included in Registration</b>			
First AAFPE Member	\$395.00	\$450.00	\$ _____
Additional Representative	\$320.00	\$375.00	\$ _____
Non-Member	\$495.00	\$550.00	\$ _____
Additional Non-Member	\$420.00	\$475.00	\$ _____
<b>2. Special Workshop</b>			
<b>The Online Toolbox</b>	\$50.00	\$80.00	\$ _____
<b>3. One Day Fee – Indicate which single day</b>			
Educators/Paralegals	\$145.00	\$175.00	\$ _____
Students	\$ 50.00	\$ 80.00	\$ _____
<b>4. Spouse/Guest Registration</b>	\$ 85.00	\$105.00	\$ _____

*(This fee includes ALL tickets to conference meal functions but not educational sessions)*

Name of Registered Spouse/Guest: \_\_\_\_\_

**5. Optional Evening Event**      \$50.00      \$50.00      \$ \_\_\_\_\_

**TOTAL REGISTRATION FEE(S) DUE:** \_\_\_\_\_ \$

## PAYMENT INFORMATION

Checks should be made payable to: AAFPE (drawn on a U.S. bank in U.S. funds).  
 Checks should be mailed to: AAFPE, ATTN: Conference Registration,  
 19 Mantua Road, Mt. Royal, NJ 08061

Credit Card Payment should be made by mail or you may fax to 856-423-3420.  
**NOTE: PLEASE! If faxing registration, DO NOT mail as duplicate charges may occur.**

American Express       Visa       MasterCard

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card (Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

*Your signature authorizes AAFPE to charge your credit card the amount due. AAFPE reserves the right to charge the correct amount if different from TOTAL REGISTRATION FEES DUE above.*