

# RIDE 2004 Registration

To register, please fax or mail this form with payment by 15 March 2004 to the address at the right  
**Registration forms without payment will not be processed.**  
For questions about this form please call:  
Phone +1-202-371-1013 (Sorry, no phone registrations.)

IEEE Computer Society  
RIDE 2004 Registration  
Dept. 6006  
Washington, DC 20042-6006  
Fax +1-202-728-0884

Name: \_\_\_\_\_  
 Dr.  Prof.  Ms.  Mr.      Last/Family Name      First Name      MI      Badge name

Company/Affiliation: \_\_\_\_\_

Address/Mail Stop: \_\_\_\_\_

City/State/Province/Zip/Country: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do not include my name and information on:       the attendee list       a mailing list.

Membership Number(s)  IEEE / IEEE Computer Society \_\_\_\_\_

Please check here if you would like to join the IEEE Computer Society's technical committee(s) sponsoring this conference (there are no charges or membership fees for joining Computer Society Technical committees):

**Yes, I would like to join the IEEE Computer Society technical committees.**

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## RIDE 2004 Workshop Registration...*includes admission to the technical session, workshop proceedings, and coffee breaks*

*Advance (on or before 1 March)*

- Member: \$275 USD
- Nonmember: \$345 USD
- Student/Life Member: \$90 USD
- Full time Student Non-Member: \$110 USD

*Late/On-site (after 1 March)*

- Member: \$330 USD
- Nonmember: \$410 USD
- Student/Life Member: \$115 USD
- Full time Student Non-Member: \$145 USD

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## Additional Purchases *(Please indicate how many of each additional item you would like to purchase)*

(QTY) \_\_\_\_\_ RIDE 2004 Proceedings @ \$35 USD each

**Total Additional Purchases: \$** \_\_\_\_\_

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## Payment

Method of Payment (please select one):

**Total:** \_\_\_\_\_

- Personal Check       Company Check
- American Express       Diner's Club       MasterCard       Visa

Credit Card/Check Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

**NOTE:** Advance registration fees apply to registrations received with payment on or before 1 March 2004. Late fees apply to registrations **and/or** payments received after 1 March 2004. **Checks will not be accepted after 1 March 2004.** All registrations must be received by 15 March 2004. Those received after this date will be required to register and pay onsite. Appropriate registration fees will be charged based on status (member, student) information and on date registration form is received. Please make checks payable to: **IEEE Computer Society**. All checks must be in US DOLLARS drawn on US BANKS. Credit card charges will appear on statement as "IEEE Computer Society - Registration." Cancellations/requests for refunds must be in writing and received before **1 March 2004**. Cancellations are subject to a \$50 processing fee.

The IEEE Computer Society is not responsible for faxes not received due to mechanical failure or circumstances beyond our control. Due to the high volume of faxes received, we are unable to confirm receipt immediately. Please see below for Confirmation letter details.

## Member and Student Member Discounts

To qualify for discounted registration rates, include your current IEEE or IEEE Computer Society membership number with the registration form. If you are not currently a member, you can enjoy discounted registration rates by applying for [IEEE](#), or [IEEE Computer Society](#) membership now.

## Confirmation Letters – Registration/Attendance

An automatic email confirmation will be sent to those registering online. Faxed and mailed registrations providing email addresses will receive an email or mailed confirmation within 10 business days.

## Visa Letters

Those requiring visa letters must send an email to [McIver@albany.edu](mailto:McIver@albany.edu) with a subject line “visa letter request”.

Visa letters will only be issued to:

- Speakers/Presenters
- Committee Members
- Attendees who have paid their registration fee in full and are not from one of the countries embargoed by the U.S. Treasury Department’s Office of Foreign Assets Control (Cuba, Iran, Libya, and Sudan).

Visa letters will state only the following facts:

- Conference title, dates and location.
- That the requester has paid the required registration fee in full.
- If they are either a committee member, speaker, or presenter.

## Payment

Payment must accompany all registration forms and can be made by credit card (American Express, Diner’s Club, MasterCard or VISA) or company / personal check. Check or money orders must be in U.S. funds, drawn on U.S. banks, and payable to the IEEE Computer Society. You can mail, fax, or submit your registration form from the WWW. No registrations will be accepted over the phone. **Forms received without payment will not be processed.**

## Cancellations

Cancellations are allowed. However, full registration fees will be charged unless a cancellation notice is received in writing, or faxed on or before **1 March 2004** to:

IEEE Computer Society  
Attn: RIDE 2004  
1730 Massachusetts Avenue NW  
Washington, DC 20036 USA  
+1-202-728-0884 – fax  
[register@computer.org](mailto:register@computer.org)

A \$50 handling fee will be applied to all canceled registrations. Fees cannot be refunded for registrations canceled after the deadline. No-shows will be billed.

## Substitutions

Substitutions are not allowed.

## Important Dates

|               |   |
|---------------|---|
| 1 March 2004  | Advance registration ends 5:00 pm Eastern Standard Time       |
| 1 March 2004  | All check payments must be received. Originals only.          |
| 1 March 2004  | Cancellation deadline – All cancellations MUST be in writing. |
| 15 March 2004 | Late registration ends  |

## Questions

Please email [register@computer.org](mailto:register@computer.org) or call 1-202-371-0101 and reference RIDE 2004 registration.