



# Attorney General's Public Law Conference

2017  
October 24-25

## *Terms & Conditions, Fulfilment, Refund and Privacy Policies*

### Delivery Requirements, Methods and Delivery Time Frame Policy

#### **Credit Cards**

**Your card will be charged** as soon as the transaction is verified. Verification occurs approximately 24 to 48 hours after the transaction has been processed.

**Your registration status** will be listed as "*Approved*" when paid online with a credit card.

**If you wish to pay by credit card at a later date, select "check" as the payment method.** When you (or the person in charge of payment) return with the credit card to make the payment, select credit card and complete your transactions. You will have up to 15 calendar days to make the full payment before your status is changed to pending, and your registration may not be held if the Conference sells out.

#### **Checks/Transfer**

Your status will be listed as "*Confirmed*" after you complete the online registration if you have elected not to pay online with a credit card. Once we receive your payment we will change your status to "*Approved*."

If we have not received your payment within 15 calendar days of your online registration date your status will be changed to "*Pending*." "*Pending*" status means that you will not be able to attend the conference and your workshop choices may not be available to you if you do subsequently submit your payment - as those sessions may have filled.

#### **Invoice**

**Your confirmation email is your invoice.** After completing your registration, you will receive a confirmation email that includes all payment instructions, refund policies, and terms and conditions. *You will not be sent a separate invoice.* Save this email as your record of this transaction. Please forward a copy to your agency contact that will be making payments on your behalf.

#### **Discounts**

##### **Group Discount**

Agencies registering 15 or more **Full Conference (2 days)** registrations for attendees from the same state agency qualify for a 5% group registration discount. The group discount will be applied automatically to the first person in the group (the primary) who is registering the group members. If you are not your agency's primary person who is registering the group, please contact them directly for assistance. If you have further questions, please contact us at 503-947-4540 or [lawconference@doj.state.or.us](mailto:lawconference@doj.state.or.us). Detailed group registration instructions can also be found on the Conference home page [http://www.doj.state.or.us/ca/pages/client\\_training\\_calendar.aspx](http://www.doj.state.or.us/ca/pages/client_training_calendar.aspx).

### **Early Bird Discount**

The Early Bird registration discount only applies if your payment is received by the July 24, 2017, deadline.

- The 5% Group discount can be combined with the Early Bird Registration rate.

### **Conference Proceedings**

There are no discounts available for materials. The Conference Proceedings are available online as a .pdf free of charge the week prior to, during and week after the conference.

### **Privacy Policy**

The DOJ Privacy Statement is found on [this page](http://www.doj.state.or.us/pages/privacy.aspx) (address: <http://www.doj.state.or.us/pages/privacy.aspx>). You will be required to agree to, and accept, this policy upon registering for the 2017 Attorney General's Public Law Conference.

**Refunds - *see below***

## Checkout Policy

**We strongly encourage payment by credit card.** This will ensure faster processing and immediate confirmation of your registration and schedule.

**If you wish to pay by credit card at a later date, select "check" as the payment method.** When you (or the person in charge of payment) return with the credit card to make the payment, select credit card and complete your transactions. You will have up to 15 calendar days to make the full payment before your status is changed to pending, and your registration may not be held if the Conference sells out.

### **If you are paying for the Conference using your personal check:**

- Make the check payable to "*Department of Justice.*"
- Include your name and "*2017PLC*" on the check.
- Send the check to: Oregon Department of Justice, Attention: Maybo Ring, Administrative Services, 1162 Court Street NE, Salem, OR 97301-4096.
- The check needs to be received within 15 days of the date you register to confirm your registration.
- Early Bird pricing is only valid when the payment has been RECEIVED by the deadline (no later than July 24, 2017).

### **If you are registering yourself and are asking your agency to pay the registration fees for you at a later time:**

**You will not be sent an invoice.** You will receive a confirmation email when your registration is complete. That email includes all of the information that your agency will need to be able to pay for your Conference registration at a later time. Forward that email to the person who will be making the payment for you so that they may complete the transaction.

### **If you are an agency accounting or support staff who is making a payment for agency employee(s):**

**PRINT AND SAVE THE CONFIRMATION EMAIL** for each employee you are registering (or obtain a copy of the confirmation email from an employee who registered him or herself).

### **IF PAYING BY CREDIT CARD:**

- If you are making a payment as part of a group registration, you must be the "primary" registrant. Additional instructions for group registrations can also be found on the Conference home page.
- If you are paying for someone else, and it is not part of a group registration, you will have that persons email and password (for RegOnline) to be able to log into their registration and make a payment to their account.

**IF PAYING BY CHECK:**

- Make the check payable to “*Department of Justice*” and include with the check: The employee name; “2017PLC”; and “PCA 51301 Project 520037-17”
- Send the check to: Oregon Department of Justice, Attention: Maybo Ring Administrative Services, 1162 Court Street NE, Salem, OR 97301-4096

**IF PAYING BY SFMA BALANCE FUND TRANSFER:** The SFMA Balance Transfer coding elements are as follows:

- Agency #: 137; T-code pair: 722/723; PCA: 51301; Agency Object: 0410; and Vendor #/MC: 1936001740-000.
- Please email your request to Maybo Ring at [maybo.ring@doj.state.or.us](mailto:maybo.ring@doj.state.or.us), and include in your request the name of the employee(s) who you are registering or attach a copy of the confirmation email for each.

**The Early Bird registration discount** only applies if your payment is received by the July 24, 2017 deadline:

- The 5% Group discount can be combined with the Early Bird Registration rate.
- There are no discounts available on for materials; the Conference Proceedings are available online as a .pdf free of charge.

**Questions?** Contact us at 503-947-4540 or at [lawconference@doj.state.or.us](mailto:lawconference@doj.state.or.us)

## Refund Policy

**Cancellation fees may apply**, as described below:

### Registration

- 1) **If you are canceling your registration before September 9, 2017**, (45 days from the conference), you are eligible for a refund of your registration fees less a \$35.00 cancellation processing fee. *(If you have not yet paid for the Conference you will be billed \$35.00.)*
  - (a) *It is important to note that refunds can only be processed on the card that was originally charged, and not to a new credit card number.*
  - (b) *Refunds usually take 24 to 48 hours to process; however, in some cases, a banking institution may cause a delay due to processing.*
- 2) **If you are canceling your registration on or after September 9, 2017**, no refund will be issued. You may send a replacement by updating your registration on-line at <https://www.regonline.com/PLC2017>.
- 3) **If you registered as a group and are canceling**, the group discount will be lost if a group member cancels their registration and your group size of 15 or more **Full Conference (2 days)** registrations becomes 14 or less, and your agency will be billed for the difference between the discount and non-group discount rate. The same cancellation policy (above) applies to groups and individuals within group registrations. Individuals in the group can cancel however we encourage group attendees to avoid this situation and possible fees by *substituting* another employee rather than doing a *cancellation*.
- 4) **The Early Bird registration discount** only applies if your payment is received by the July 24, 2017, deadline.
- 5) **No-show registrations** will not be refunded.

If you have any questions regarding the refund policy, please contact us at 503-947-4540 or email us at [lawconference@doj.state.or.us](mailto:lawconference@doj.state.or.us).

### Conference Proceedings

Funds used to purchase the Conference Proceedings (binder of written materials from the conference) will be refunded when a conference registration is cancelled and a request for a refund of the Conference Proceedings purchase is made more than 45 days prior to the conference.

Requests to cancel the purchase of the Conference Proceedings less than 45 days prior to the conference will not qualify for a refund. A copy of the Conference Proceedings will be available for pick-up at the Department of Justice following the conference for those that are not able to pick it up onsite.

If you are purchasing the Conference Proceedings and are in a group that is taking the group discount, only the "primary" registrant can order copies of the proceedings from the online registration form. *The group discount is valid only for registration fees, and does not apply to the Conference Proceedings.*

**2017 Attorney Generals Public Law Conference Registration Fee Structure:**

	<b>Early Bird</b> (through July 24, 2017)	<b>Standard</b> (after July 24, 2017)
<b>Full Conference (2 days)</b>	\$220	\$280
<b>Day 1 or Day 2 (1 Day)</b>	\$125	\$180

**Privacy Policy:**

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If you have any questions regarding the payment terms or conditions, privacy or refund policies, please contact us at 503-947-4540 or email us at [lawconference@doj.state.or.us](mailto:lawconference@doj.state.or.us).