

## Register

ONLINE registration is available at the ISPE website, [www.pharmacoepi.org](http://www.pharmacoepi.org), click the "ISPE 2006 annual meeting" button.

FAX completed registration form to 301-656-0989. Visa, MasterCard or American Express only. Registrations will not be processed without payment information.

MAIL completed registration form with payment to **International Society for Pharmacoepidemiology, ICPE 2006, 5272 River Road, Suite 630, Bethesda, MD, 20816, USA.**

*All registrations must include payment information to be processed.*

## Deadlines

### July 17 (Early Bird):

To register at the Early Bird Rate, your form and payment must be received at the ISPE office by July 17. Only early registrants receive the reduced rate and are assured inclusion in the Participant Directory. **All oral & poster presenters must register by July 17.**

### August 4 (Regular):

Registration forms received after the Early Bird Deadline are subject to the regular registration fee. After August 4 all registrations must be made on-site.

## Confirmation

Registration confirmations will be sent to the Email address provided on the registration form. If you do not have an Email address, please provide a fax number and the notice will be faxed. If you have questions after you receive your confirmation, call 301-718-6500, or email [ISPE@paimgmt.com](mailto:ISPE@paimgmt.com).

## Cancellations

Only written cancellations received by **August 4**, will receive refunds (less a \$100 administrative charge non student/\$40 student). Refunds will be issued after the meeting. No refunds will be issued for cancelled registrations received after **August 4**. Registration fees for cancelled registrations cannot be applied to future ISPE meetings. Registrants who do not cancel prior to the conference and who do not attend will be responsible for the full registration fee.

## Substitutions

Registrant substitutions will be accepted only with written notification from the original registrant, accompanied by a completed registration form for the substitute participant and an administrative fee of \$25. Substitutions may occur only once per registrant.

## Special Needs

Persons with special needs should send a description of any special services needed to ISPE ([ISPE@paimgmt.com](mailto:ISPE@paimgmt.com)) by August 4.

## Payment

### Fees

All fees must be paid in US Dollars.

## Registration Fee

**Registration Fee Conference** includes one admission to the Introduction to Pharmacoepidemiology, Academic Showcase/Welcome Reception, and the evening at the Pateo Alfacinha (limited seating), breaks/lunches, and materials and membership in ISPE through June 30, 2007 (online access to PDS, access to members only section of ISPE website, SCRIBE, and other benefits).

*ISPE – Registration Fee. Only those ISPE members whose have paid their dues through June 30, 2007 are eligible for this rate.*

**NOTE:** Separate registration fees are required to attend the Introduction to Therapeutic Risk Management and the Advanced Topics in Pharmacoepidemiology courses.

## Payment by Check

Check must be drawn on U.S. bank and made payable to "ISPE". If a company or university makes payment, please make sure your name is written on the check stub or accompanying correspondence to ensure correct payment.

## Payment by Wire Transfer

There is a \$40 charge to accept a wire transfer. Call the ISPE office, 301-718-6500, to request wire transfer information.

## Member Rates

Your society membership must be current at the time of registration to receive the ISPE – Registration Rate. If your membership has expired and you do not renew your membership at the time of the registration, you will be registered at the conference rate.

## Student Rate

Individuals applying for the reduced rate must include documentation of full-time student status (e.g., a clear copy of student ID with a valid date or letter from school or program) at the time of registration. You must be enrolled as a full-time student at the time of the meeting to be eligible for the reduced student rate. If documentation is not received, you will be charged the full rate for the meeting. **NOTE:** Attendees enrolled in fellowship programs are not considered full-time students.

## Special Category Rate

Individuals applying for this rate must be a citizen and resident in a middle or lower income country as identified by the United Nations (UN Human Development Report, 2005, page 364). Refer to ISPE website (and online registration form) for a complete listing of the eligible countries.