

**2019 IRB Administrator Boot Camp
Registration Form**

Please send your completed registration form to PRIM&R via mail, P.O. Box 845203 Boston, MA 02284-5203, via fax to 617.423.1185, or via email to registration@primr.org. Payments requiring signature upon delivery cannot be sent to our payment address. If you need a signature upon receipt of payment, please send your registration form to PRIM&R, 20 Park Plaza, Suite 720, Boston, MA 02116.

CONTACT INFORMATION

Name, Degree(s) _____
 Title _____
 Institution _____
 Address _____
 City/State/ZIP _____
 Phone _____ Fax _____ Email _____

If you are not yet a PRIM&R member, we encourage you to [join today](#), and take advantage of your very first membership benefit—discounted registration! As a PRIM&R member, you'll enjoy registration fee discounts, as well as a variety of [member benefits](#) designed to engage and enrich your professional life.

IRB Administrator Boot Camp September 9-11, 2019 Orlando, FL		
IRB Administrator 101 Only (September 9-10, 2019) <i>This course is 1.5 days</i>	REGULAR* (3/5/19–8/8/19)	LATE* (8/9/19–9/11/19)
PRIM&R Member	\$439	\$489
Nonmember	\$638	\$688
Registration + Membership	\$638	\$688
IRB Administrator 201 Only (September 10-11, 2019) <i>This course is 1.5 days</i>	REGULAR* (3/5/19–8/8/19)	LATE* (8/9/19–9/11/19)
PRIM&R Member	\$439	\$489
Nonmember	\$638	\$688
Registration + Membership	\$638	\$688
IRB Administrator 101 and 201 (September 9-11, 2019) <i>Total Boot Camp is 3 days</i>	REGULAR* (3/5/19–8/8/19)	LATE* (8/9/19–9/11/19)
PRIM&R Member	\$830	\$880
Nonmember	\$1,029	\$1,079
Registration + Membership	\$1,029	\$1,079

*On August 8, 2019, the regular rates end at 11:59 PM ET; late rates go into effect at 12:00 AM ET on August 9, 2019 and end on September 11, 2019. Registration will close once we reach course room capacity.

PAYMENT INFORMATION

Check: I am using Check # _____. Please note that payment is expected before your registration can be processed. Please make checks payable to PRIM&R.

Purchase Order: I am using Purchase Order # _____. Fax or mail this form, along with a copy of the Purchase Order, to PRIM&R. Your registration will not be processed until the Purchase Order is received. Please be sure to request payment of the Purchase Order by your institution. Payment is expected before August 19, 2019.

Credit Card: Type of Card: _____ Card #: _____ Expiration date: _____
 Name on the card: _____

Credit card payments are also accepted through online registration at www.primr.org. Please call the PRIM&R office at 617.423.4112 with questions.

Wire Transactions and ACH Transfers: If your institution is making payment via wire or ACH transfer, the beneficiary field of the instructions must include the name(s) of the registrant(s) to be properly credited. Please fax (617.423.1185) or email (registration@primr.org) a confirmation of the transaction to PRIM&R. Payment is expected before your registration can be processed.

SPECIAL ACCOMODATIONS

Please indicate below if you **require** special meals due to religious or moral reasons, or because you have allergies or intolerances. PRIM&R cannot accommodate on-site dietary requests. PRIM&R will do its best to accommodate necessary requirements, but cannot accommodate individual preferences. Please select **one**:

- I will need a kosher-certified meal
- I will need a meal that is free of dairy, gluten, soy, egg, fish/shellfish, and nuts
- I will need a pork-free meal
- I will need a vegan meal
- I will need a vegetarian meal
- Other, I will email registration@primr.org to discuss my needs

Do you have any disabilities that require special accommodations? _____

EMERGENCY CONTACT

Name:		Phone Number:	
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OTHER

<p>(Canadian/EEA/EU Residents Only) In accordance with Canada's Anti-Spam Law and the General Data Protection Regulation, you must opt in to be added to our mailing list. By checking yes, you are providing express consent to receive messages from PRIM&R, including updates and promotions for PRIM&R products and events. You can withdraw your consent at any time by writing to us at 20 Park Plaza, Suite 720, Boston, MA 02116, or via email at privacy@primr.org.</p>	<input type="checkbox"/> Yes, I want to continue receiving email from PRIM&R.	<input type="checkbox"/> No, I would like to be unsubscribed from PRIM&R's mailing list.
PRIM&R shares a list of conference attendees' names and mailing addresses with supporters and exhibitors. I want to be excluded from this list.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PRIM&R and its partners occasionally engage in research activities, such as surveys, to better understand the research ethics field. Please let us know if you are interested in participating. <i>Note: All invitations will come from PRIM&R; PRIM&R will not share your email address with any external parties.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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POLICIES

Cancellation: Once you register for the IRB Administrator Boot Camp, you are responsible for all fees (regardless of whether you attend), unless you cancel according to this policy. Fax or mail is acceptable, but the form must be received by **August 19, 2019 at 5:00 PM ET**. Once your registration cancellation is complete, a confirmation email will be sent from PRIM&R. Please keep this email for your records. Refunds will be issued for all cancellations received by **August 19, 2019 at 5:00 PM ET**, minus a \$75 processing fee for members and a \$100 processing fee for nonmembers, and mailed within 60 days of the conclusion of the IRB Administrator Boot Camp. No refunds will be issued for cancellations received after **August 19, 2019 at 5:00 PM ET**. Registrants who do not attend the program, and do not contact PRIM&R in writing to cancel their participation before the deadline, are responsible in full for their fees. This policy applies even if a colleague registers you for the conference. Refunds will not be issued for PRIM&R membership dues. Registrants adding PRIM&R membership during registration will continue to keep their memberships for a one-year term even if they cancel their event registration according to the terms detailed in the cancellation policy.

I have read and understand PRIM&R's Cancellation policy, and I hereby agree to all terms and conditions as stated.

Printed Name _____ Signature _____ Date _____