



# REGISTRATION INSTRUCTIONS & POLICIES

## REGISTRATION INSTRUCTIONS

Complete all information on registration form on the reverse side of this page. Please note the following instructions and policies:

### ! Important Dates

#### FRIDAY, 27 JUNE

Forms must be postmarked (and full payment included) on or before this date in order to be eligible for early-discount registration and to receive any mailed credentials.

#### TUESDAY, 15 JULY

##### Final pre-registration deadline

Forms received in our office after this date cannot be processed in time for the conference. If your form is received after this deadline, it is possible you will be asked to repay your registration fee at the conference and apply for a refund of the original payment.

##### Refund deadline

Cancellation requests for refunds must be made in writing and postmarked on or before Tuesday, 15 July. No refunds will be issued after this date. There is a refund processing fee of \$US 50. Exhibits Plus are not refundable.

##### Substitutions

Substitutions must be made in writing before Tuesday, 15 July. Mail or email requests to SIGGRAPH 97 Conference Management at the address below. In order to request a substitution at SIGGRAPH 97, you must present the request in writing on company letterhead at the Special Assistance Desk.

##### For more information, contact:

SIGGRAPH 97 Conference Management  
+1.312.321.6830  
+1.312.321.6876 fax  
siggraph97@siggraph.org

##### SIGGRAPH Membership

For SIGGRAPH membership information, contact:

ACM  
1515 Broadway, 17th Floor  
New York, New York 10036 USA  
+1.212.626.0500  
+1.212.944.1318 fax  
acmhelp@acm.org

### Special Requirements

It is important that you enjoy SIGGRAPH 97. If, due to a disability, you have special needs or requirements, let us know by contacting SIGGRAPH 97 Conference Management:  
+1.312.321.6830.

### Part 1 Attendee Information

#### MEMBER RATE

You must provide your ACM or SIGGRAPH membership number. Local or regional SIGGRAPH memberships are not eligible for registration discounts.

#### STUDENTS

You must attach a copy of your 1997 ACM student membership card or your valid 1997 student identification card to your registration form. In addition to your student identification card, you must attach a letter on college or university stationery verifying that you are a student. The letter must include your registrar's name, address, and phone number, so we can verify your student status. When you arrive at SIGGRAPH 97, you must present the ID card (not a copy). If you do not provide student verification, you will be charged the full non-member registration fee.

### Part 2 Registration Category

Check only one registration category. An Electronic Theater ticket for any performance is included with Full Conference registration and a matinee Electronic Theater ticket is included with Conference Select registration. Please rank your preference for showings in the space provided. Tickets are issued on a first-come, first-served basis in advance of the conference. If you don't receive your first ticket choice, a limited number of tickets will be available for exchange at SIGGRAPH 97 at the Electronic Theater Ticket Exchange Counter.

### Part 3 Merchandise

Select the merchandise you wish to purchase. Note that one Electronic Theater ticket is already included with Full Conference and Conference Select registrations. Registrants in any category can purchase one additional ticket. Please rank your preference, as tickets are issued on a first-come, first-served basis. All SIGGRAPH 97 merchandise except shipped sets of printed course notes must be picked up at the Los Angeles Convention Center during the conference. No refunds will be given for merchandise that is not claimed at the conference nor will unclaimed merchandise be shipped out after the conference.

### Part 4 Credential Mailing

In order to receive credentials in advance, your form must be postmarked on or before Friday, 27 June, full payment must be received, and all member verification information must be provided.

#### FULL CONFERENCE AND CONFERENCE SELECT

If you would like your credentials sent via FedEx (two-day service) prior to the conference, please indicate on the registration form.

#### EXHIBITS PLUS ATTENDEES

Your badge will be mailed first class (at no additional charge) prior to the conference if:

- Your form was postmarked by 27 June and
- You did NOT purchase merchandise.

If you DID purchase merchandise, your badge will not be mailed to you automatically, but you may have it sent via FedEx by indicating that you want this service on the registration form.

Prices for sending credentials are per person. SIGGRAPH is not responsible for lost credentials for which we have a FedEx receipt. Should your credentials be lost prior to arriving at the conference or should you forget to bring them, you will need to re-purchase credentials and you will not receive a refund. You must provide us with a street address since FedEx does not deliver to P.O. boxes.

### Part 5 Payment Information

Verify that subtotals add up correctly, and enclose payment.

- Checks and money orders should be made payable to ACM SIGGRAPH 97.
- Credit card information must be completed with signature.
- Purchase orders are NOT accepted as payment.
- Forms will not be processed without accompanying payment in full.

#### Send form to SIGGRAPH 97 as follows:

Mail form and payment to:

SIGGRAPH 97  
P.O. Box 95316  
Chicago, Illinois 60694-5316  
USA

OR Register online at: <http://www.siggraph.org/s97/>

OR Fax the registration form with credit card information to:  
+1.312.321.6876

#### A NOTE ABOUT FAXING

We strongly recommend you fax your form well in advance of the Friday, 27 June deadline. Fax volume is always overwhelming as the deadline approaches, and SIGGRAPH 97 is NOT responsible for faxes not received due to busy telephone lines. Keep a copy of your fax transmission report to verify that your fax was received by SIGGRAPH 97 in the event of a problem. Do not fax your registration form more than once. Do not send the original form by mail or courier after faxing. If you send duplicate registration forms, you will receive duplicate billing.