

2016 Fall Refining and Equipment Standards Meeting

November 14-17, 2016
Hyatt Regency New Orleans
New Orleans, Louisiana

Pre-Registration Deadline:
October 24, 2016

Fax your completed form to
202-682-8222

Or email to registrar@api.org

Please **complete fully** even if you have attended in the past. This is how your badge will read. Please **type or print clearly**. Use separate form for each attendee.

Participant

Name	Nickname
Job Title	
Company/Organization	
Subsidiary/Division	
Mailing Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
*E-mail <i>(Required information)</i>	

Spouse/Guest:

Name:	Nickname:
Home Address:	City/State/Province/Zip:
E-mail:	Phone:
<i>Spouses/guests must be registered to participate in the Spouse/Guest Program. (Spouse/Guest refers to a spouse or personal friend, not a business associate or staff colleague.)</i>	

*Emergency Information/Special Needs *(In case of emergency, contact):*

Name	Relationship
Day Phone	Evening Phone

If you have special needs (physical or dietary) that need to be addressed for you to fully participate, please indicate them here:



Additional Information

Is this the first time you have attended this event? Yes No

General Information: If you are an employee of a company that holds corporate membership in API, you are entitled to the API member rate. If you have questions about your membership status, please call the API Membership Office at 202-682-8475. For questions about registration, contact: Registrar at e-mail: registrar@api.org or call 202-682-8195.

Substitutions, Cancellations and Refunds: Substitutions may be made at any time by written request. Cancellations and requests for refunds must be made in writing and received by **October 31, 2016** fee, less a \$100 cancellation fee, will be made if notice is received by this date. *No refunds given after October 31, 2016.* **Spouse/guest refunds will be granted at 100% if requests are received by October 31, 2016. After October 31, 2016, spouse/guest refunds will be granted at 50%.**

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Advance Industry Standards

Sponsor a first-time attendee – Your participation keeps API standards going strong, and we would like you to share your standards expertise with the next generation of industry professionals. If you are a **prior** API standards meeting participant, API invites you to participate in the **Sponsored First-Time Attendee Program**. This program allows you to accompany a newly-hired member of your company and sponsor that person as a first-time attendee. Registration for the first-time attendee is complimentary during selected API bi-annual standards committee meetings for the year. **Pre-registration is required by October 24, 2016. On-site registration cannot be accepted.** Hotel and travel expenses are the responsibility of the sponsoring participant and/or attendee.

Name	Nickname
Job Title	Company
Mailing Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
*E-mail (Required information)	
*Emergency Information/Special Needs (In case of emergency, contact):	
Name	Relationship
Day Phone	Evening Phone

If you have any physical or dietary concerns that need to be addressed for you to fully participate, please indicate them here:



Registration Fees (in U.S. Dollars)

Meeting Participant	By October 24	After October 24
API Member	<input type="checkbox"/> \$ 625	<input type="checkbox"/> \$ 750
Committee Member	<input type="checkbox"/> \$ 675	<input type="checkbox"/> \$ 800
Non-API Member	<input type="checkbox"/> \$ 750	<input type="checkbox"/> \$ 875
One-Day Registration	<input type="checkbox"/> \$ 400	<input type="checkbox"/> \$ 500

Spouse/Guest Participant By October 24

*(Note: The Spouse fee is valid only to a spouse or personal friend, **not** a business associate or staff colleague. Breakfast each morning is included. **Early registration is required for all of the following activities. All participants must be 18 years of age or older.**)*

Breakfast and Activities (2 days)	<input type="checkbox"/> \$ 195
Breakfast Only (2 days)	<input type="checkbox"/> \$ 100
Breakfast and Activity (1 day)	<input type="checkbox"/> \$ 125 (Check day below)
Breakfast Only (1 day)	<input type="checkbox"/> \$ 50

Monday: Plantation Tour and Lunch Yes No
Tuesday: Mardi Gras World and Lunch Yes No

(Activities, specific arrangements, and the order in which they are listed, are subject to change as late as the day of the activity.)

Spouse/Guest Fee to attend the Reception: \$25 Yes No

Will you also attend the **API/AFPM Operating Practices Symposium?**
(Included in Refining registration fee) Yes No

Open to Refining and Petrochemical Operating Companies Only

Method of Payment

Fax completed form with credit card payment information to 202-682-8222; or email to registrar@api.org.

By Credit Card – Please charge the following card for **Participant**

VISA MasterCard American Express

Card Number		
Exp. Date:	Cardholder's Zip Code:	Card Security Code (CSC):
Print Cardholder's Name		
Signature		

By Credit Card – Please charge the following card for **Spouse**

VISA MasterCard American Express

Card Number		
Exp. Date:	Cardholder's Zip Code:	Card Security Code (CSC):
Print Cardholder's Name		
Signature		

By Check

Please make check is payable to the American Petroleum Institute and include the following reference number to ensure payment is credited properly:
SS-2300-DM003-7410.

Mail the check **with a copy of your registration form** to:
 American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425.

Please hand-carry checks to on-site registration after **October 24th**. Checks mailed after this date might not be received in time to process and confirm your registration prior to the meeting. **No cancellation refunds granted after October 31st.**