



REGISTRATION AND TICKET FORM

2013 Rotary International Convention

Lisbon, Portugal
23-26 June 2013

FOUR WAYS TO REGISTER!

Online at www.riconvention.org

Fill out the writable PDF online and **email** to:
ri.registration@rotary.org

Download the form and **fax** to:
RI Registration Services, +1-847-556-2194

Mail to: Rotary International
14244 Collections Center Dr.
Chicago, IL 60693 USA

NOTE: Participants may now attend preconvention meetings without registering for the RI Convention! Recent Rotary Foundation alumni and current program participants, including those who have recently become Rotarians, may register at a reduced rate.* Rotaractors and recent Foundation alumni may bring one guest at a reduced rate. Children under age five attend for free.

*Rate does not apply if you were a Rotarian before your Foundation program participation (e.g., GSE team leaders and Rotary Volunteers).

SELECTING PRECONVENTION MEETINGS AND TICKETED RI EVENTS

Tickets to RI events are limited and sold on a first-come, first-served basis; advance purchase is recommended. Remember to include the preconvention meeting dates when reserving your hotel room. Preconvention meetings and ticketed RI events are open to all RI Convention registrants unless otherwise noted.

Preconvention Meetings	Date	Meeting Description
Rotary Alumni Celebration	21 June	Open to all Rotary Foundation alumni, Rotarians, and their guests.
International Institute	21-22 June	Open to incoming, current, and past RI officers and their immediate family members only. Includes reception on Thursday evening, 20 June.
Rotaract Preconvention Meeting	21-22 June	Designed for Rotaractors and Rotarians interested in Rotaract.
Youth Exchange Officers Preconvention Meeting	21-22 June	Designed for Rotarians working with Youth Exchange.
RYLA Preconvention Meeting	22 June	Designed for Rotarians and others working with Rotary Youth Leadership Awards.
Ticketed RI Events	Date	Event Description
Rotary Alumni Celebration Luncheon	21 June	Open to all Rotary Alumni Celebration participants and their guests.
Youth Exchange Officers Banquet	21 June	Open to all Youth Exchange Officers Preconvention Meeting participants and their guests.
President's Recognition Luncheon	24 June	Designed for current RI officers, district governors, club presidents, RI committee members, and spouses, but all are welcome. Must be registered for the convention in order to attend.
President-elect's Leadership Luncheon	25 June	Designed for incoming RI officers, district governors, club presidents, and spouses, but all are welcome. Must be registered for the convention in order to attend.
On to Sydney Convention Luncheon	26 June	Open to all convention registrants. Must be registered for the convention in order to attend.

PROCESSING AND CONFIRMATION

RI Registration Services requires three to four weeks to process registration forms; please allow more time for forms submitted on or around registration deadline dates. We appreciate your patience. Once your registration has been processed, you will receive an email confirmation.

LETTERS OF INVITATION/PORTUGAL VISAS

If your country of residence requires a letter of invitation for travel to Portugal, you will receive the letter (in PDF format) with your emailed confirmation. Letters are sent to the main registrant with all guest names included. RI will only send letters of invitation to those who are registered for the convention. Registrants are responsible for all costs associated with attending the meeting and visa application.

If you require a visa to enter Portugal, we strongly recommend preregistration before the first deadline (15 December 2012) to allow adequate time for registration and visa processing. Find detailed information on Portugal's visa requirements at www.secomunidades.pt/vistos. **A machine-readable passport is recommended to speed up your entry.**

Please find **CANCELLATION POLICY** and **NOTICES** on the last page of this form.



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2013 Rotary International Convention
Lisbon, Portugal
23-26 June 2013

FOUR WAYS TO REGISTER:

Online, email, fax, or mail. See instructions for details.

You may have up to three forms to submit:

- RI registration and ticket form
- RI hotel reservation form
- Host event ticket form
(distributed with RI registration confirmation; to be sent to the 2013 Host Organization Committee)

Please type or print clearly. Must complete all 5 steps.

1. MAIN REGISTRANT *The main registrant will receive all correspondence.*

Registration Categories

- | | | | |
|---------------------------------|--------------------------------|----------------------------------|-------------------------|
| 1 Rotarian | 4 Spouse of deceased Rotarian | 7 TRF alumnus (2005-06 or later) | 10 Interactor |
| 2 Guest age 19 or older | 5 TRF alumnus (before 2005-06) | 8 One guest of category 6 or 7 | 11 Guest age 5 to 18 |
| 3 Rotary club/district employee | 6 Rotaractor | 9 Youth Exchange student | 12 Guest younger than 5 |

Registration Category (choose from box above) _____

Family Name	First Name	Middle Name/Initial
Badge/Call Name	Classification (Rotarians only)	
Club/City	Country	
Membership ID (required)	District	

District Governor Year _____ - _____ 2012-13 RI Committee Chair: _____

Language Preference: Which language do you wish to use at the convention?

- English French Italian Japanese Korean Portuguese Spanish

Responses are used to determine the need for simultaneous interpretation, but this service cannot be guaranteed in all languages.

Contact Information: Please provide your current mailing address. Any changes will be reflected in your membership data profile.

Address or P.O. Box _____

City	State/Province	Postal Code	Country
Business Phone (including country and city codes)	Home Phone	Business Fax	Home Fax

Email (required) _____

Adult Parent or Guardian Information *Adult contact information is required for all registrants 18 years of age or younger.*

Family Name	First Name	Middle Name/Initial
City	State	Country
Postal Code	Country	
Telephone	Email	

The above adult parent or guardian information will only be used as contact information and does not serve as registration for the adult parent or guardian for the convention.

Emergency Contact during the meeting (required): _____
Name _____ Phone (including country and city codes) _____

Special Needs: I/my guest requires special accommodation (check all that apply): Wheelchair (specify **below** if bringing your own)
 Braille materials Assisted listening devices Other (please specify): _____

Dietary Needs: I/my guest requires special accommodation (check all that apply): Allergies Vegetarian Diabetic Halal
 No red meat/pork No shellfish/seafood Other (please specify): _____

Comments: _____

Personal Information Sharing: RI may provide your contact information to Rotarians, including zone and district promotion chairs, and those organizing regional/district events to assist them in planning convention-related activities during the convention. If you indicate that you do not want your contact information shared with others, communications/invitations for convention special events will not be sent to you.

No, RI may not use my contact information as outlined above.

Additional Information

I wish to serve as a **volunteer sergeant-at-arms**. (Information will be sent at a later date.)

This is my first RI Convention.

Where did you hear about the convention? (check one) Rotary club Rotary district Direct mail RI Convention
 Social media *The Rotarian* Regional magazine www.riconvention.org Email
 2013 Promotion Committee presentation Other _____

2. GUEST(S) OF MAIN REGISTRANT

Guest 1 – Category _____

Guest 2 – Category _____

Guest 3 – Category _____

Family Name _____		Family Name _____		Family Name _____	
First Name _____	Middle Name/Initial _____	First Name _____	Middle Name/Initial _____	First Name _____	Middle Name/Initial _____
Badge/Call Name _____		Badge/Call Name _____		Badge/Call Name _____	
Classification (Rotarians only) _____		Classification (Rotarians only) _____		Classification (Rotarians only) _____	
Club/City _____		Club/City _____		Club/City _____	
Country _____		Country _____		Country _____	

3. CONVENTION REGISTRATION FEES

Registration Category	Register Early and Save!		On-site/ Online after 31 March	Total Registrants by Category	Total (Total Registrants x Fee)
	Deadline 1: 15 December 2012	Deadline 2: 31 March 2013			
1-5	US\$265	US\$315	US\$365		
6-8*	US\$60	US\$90	US\$120		
9-11	US\$10	US\$10	US\$10		
12	Free	Free	Free		

*Rate does not apply if you were a Rotarian before your Foundation program participation. **Registration Total:** _____

4. PRECONVENTION MEETINGS AND TICKETED EVENTS

NEW! Participants may attend preconvention meetings without registering for the RI Convention.

	Date	Quantity	Price (US\$)	Total
Preconvention Meetings				
Rotary Alumni Celebration	21 June		\$50	
International Institute — Rotarian/Immediate Family Member	21-22 June		\$200	
Rotaract Preconvention Meeting	21-22 June		\$30	
Youth Exchange Officers Preconvention Meeting	21-22 June		\$50	
RYLA Preconvention Meeting	22 June		\$30	
Preconvention Meetings Total:				US\$ _____

**RI-TICKETED EVENTS AND STEP 5
(PAYMENT AND SIGNATURE) ON NEXT
PAGE MUST BE COMPLETED. ➡**

	Date	Quantity	Price (US\$)	Total
Ticketed RI Events (total number of tickets per event must not exceed total number of convention registrants)				
Rotary Alumni Celebration Luncheon	21 June		\$45	
Youth Exchange Officers Banquet	21 June		\$85	
President's Recognition Luncheon	24 June		\$40	
President-elect's Leadership Luncheon	25 June		\$40	
On to Sydney Convention Luncheon	26 June		\$40	
			Tickets Total:	US\$

(Registration Total + Preconvention Meetings Total + Tickets Total) **GRAND TOTAL:** US\$

All charges include applicable taxes at the prevailing rate.

5. PAYMENT AND SIGNATURE

All fees must be submitted with this signed registration form and paid in U.S. dollars. RI international offices and fiscal agents will accept payment for the RI Convention, preconvention meetings, and ticketed RI events. **Personal or club checks will not be accepted on-site.**

Please charge my (check one) Visa MasterCard JCB American Express Diners Club

Card Number: _____

Cardholder's Name (as it appears on card) _____ Expiration Date (mm/yy) _____ Security Code (3 digits) _____ Signature (if different from below) _____

By my signature,* I submit the registration and ticket form, and I verify that I have read and agree to the notices and the cancellation policy.

Main Registrant's Signature _____ Name (please print) _____ Date (dd/mm/yy) _____

***If main registrant is 18 years of age or younger, the adult parent or guardian of main registrant must sign this form.**

All forms must be signed.

CANCELLATION POLICY

Cancellation requests for registration and tickets must be received by 30 April 2013; no refund requests will be accepted after this date. All registration cancellations are subject to a US\$50 service fee. Cancellations due to an unissued visa must be received by 26 June 2013. All cancellation requests must be submitted in writing to RI Registration Services by email (ri.registration@rotary.org) or fax (+1-847-556-2194). **Phone cancellations will not be accepted.**

RI will refund registration and ticket fees if the 2013 RI Convention is canceled but takes no responsibility for travel or other related costs incurred by Rotarians and their guests. **Registration and tickets are nontransferable.**

NOTICES

By attending the RI Convention, registrants consent to be photographed by any means, including still photography and video recording, and grant Rotary International and The Rotary Foundation the right to use and publish and license their names, voices, and likenesses forever and for any purpose worldwide without RI or the Foundation incurring debts or liabilities of any kind.

For security purposes, all registrants must show photo identification (driver's license or passport) at the convention venue in order to obtain their registration materials. RI reserves the right to check photo identification at any time during registrants' attendance at the convention. Random spot checks will be made to compare badge information with photo identification. Badges that do not match photo identification will be confiscated without refund and violators ejected. RI reserves the right to inspect all purses and bags. Registrants may refuse inspection; RI reserves the right to prevent entry.