

ATTENDEE REGISTRATION FORM

Register online or fax this form to +1.215.442.6199

DIA

REGULATORY SUBMISSIONS, INFORMATION, AND DOCUMENT MANAGEMENT FORUM

Hybrid Event #22003 | Meeting: February 14-16, 2022

☐ **REGISTRATION FEES FOR IN-PERSON ATTENDANCE**
DIA has made the decision that all participants at in-person DIA Meetings, Workshops, Forums and Conferences, whether a presenter, attendee, exhibitor, staff, guest, or vendor, will be required to be fully vaccinated. If DIA cannot verify your membership, you will be charged the nonmember fee. Registration fee includes refreshment breaks, luncheons, and reception (if applicable).

STANDARD RATES	BEFORE DEC 17	BEFORE JAN 14	AFTER JAN 14
Member	US \$1649 ☐	US \$1724 ☐	US \$1874 ☐
Nonmember**	US \$1899 ☐	US \$1974 ☐	US \$2124 ☐

DISCOUNT FEES *	BEFORE DEC 17	BEFORE JAN 14	AFTER JAN 14
Government Member(full-time)	US \$759 ☐	US \$834 ☐	US \$984 ☐
Government Nonmember** (full-time)	US \$1009 ☐	US \$1084 ☐	US \$1234 ☐
Nonprofit/Academia Member (full-time)	US \$759 ☐	US \$834 ☐	US \$984 ☐
Nonprofit/Academia Nonmember** (full-time)	US \$1009 ☐	US \$1084 ☐	US \$1234 ☐

*Discount fees are subject to eligibility requirements. Identification and proof of eligibility will be required on site. Failure to provide proof of eligibility/ID upon request will require paying the higher standard registration fee.

PRIMER & SHORT COURSES, COMING SOON

US \$350 ☐ Virtual Short Course: The Future of Documents: Deep-Dive into Structured Content!

US \$350 ☐ Virtual Short Course: Structured Data: IDMP is Not the Goal

\$650 ☐ Regulatory Content and Submission Primer Registration

☐ REGISTRATION FEES FOR VIRTUAL ATTENDANCE

If DIA cannot verify your membership, you will be charged the nonmember fee. .

STANDARD RATES	BEFORE DEC 17	BEFORE JAN 14	AFTER JAN 14
Member	US \$1649 ☐	US \$1724 ☐	US \$1874 ☐
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*Discount fees are subject to eligibility requirements. Identification and proof of eligibility will be required on site. Failure to provide proof of eligibility/ID upon request will require paying the higher standard registration fee.

DIA MEMBERSHIP

All nonmember fees include a one year membership option. DIA membership, at no additional cost. Explore membership benefits at DIAglobal.org/Membership. DIA membership will renew automatically at the end of the complimentary membership term, at the then current membership rates. You may cancel automatic membership renewal at any time by accessing your account online at DIAglobal.org. If you would like to decline a complimentary membership, please indicate your preference below.

☐ I would like to decline a one year complimentary DIA membership at no additional cost.

EMERGENCY CONTACT

Name _____

Phone _____

Relationship _____

GROUP DISCOUNTS

Register 3 individuals from the same company and receive complimentary registration for a 4th! All 4 individuals must register and prepay at the same time - no exceptions. DIA will apply the value of the lowest applicable fee to this complimentary registration; it does NOT include fees for optional events or DIA membership. You may substitute group participants of the same membership status at any time; however, administrative fees may be incurred. Group registration is not available online and does not apply to the already-discounted fees for government or charitable nonprofit/academia. To take advantage of this offer, please make a copy of this registration form for EACH of the four registrants from your company. Include the names and payment information for all four group registrants on each of the forms and return them together to DIA. DIA will review order and apply the complimentary registration to the lowest applicable fee.

☐ Please indicate that this form is part of a group registration by checking this box and list below the names of the other three registrants from your company.

1. _____

2. _____

3. _____

EVENT INFORMATION

For registration questions, call toll free 1.888.257.6457 or email CustomerService@DIAglobal.org Monday through Friday 8:30 AM to 8:00 PM ET. For questions, please contact Jessica Roman by email at Jessica.Roman@DIAglobal.org.

PAYMENT OPTIONS

Register online at DIAglobal.org or by:

☐ **CREDIT CARD** Complete this form and fax to +1.215.442.6199 or email to CustomerService@DIAglobal.org. Non-U.S. credit card payment is subject to the currency conversion rate at the time of the charge.

☐ Visa ☐ MC ☐ AMEX Exp Date _____

Card # _____

Name (printed) _____

Signature _____

☐ **CHECK** Drawn on a US bank payable to and mailed along with this form to: **Drug Information Association Inc., 21 Dupont Circle NW, Suite 300, Washington, DC 20036** Please submit registration form to the Customer Service Team for invoicing. When submitting your check, please include a copy of your invoice to facilitate identification of attendees.

☐ **BANK TRANSFER*** Upon completion of your registration, DIA will send an email to the address on the form with instructions on how to complete the Bank Transfer. Payment should be made in US dollars. Your name, company, and Event #22002 must be included on the transfer document to ensure payment to your account.

*Payments must be net of all charges and bank fees must be borne by the payer.

By signing below I confirm I read and agree with DIA's Terms and Conditions of booking. These are available on page two and three of the registration form, or online in the Register tab of the main event

Signature _____

PLEASE CHECK THE APPLICABLE CATEGORY: ☐ Academia ☐ Government ☐ Industry

Last Name _____ First Name _____ M.I. _____

Degrees _____ ☐ Dr. ☐ Mr. ☐ Ms.

Position _____

Company _____

Mailing Address (as required for postal delivery to your location) _____

Mail Stop _____

City _____ State _____

Zip/Postal Code _____ Country _____

Telephone Number _____ Email Address _____

HOTEL & TRAVEL Bethesda North Marriott Hotel and Conference Center A limited number of rooms are available at the reduced rate shown below (rate is guaranteed until December 24, 2022, or until room block is filled). To make your room reservation, please call the Group Reservation number at 1.877.212.5752 and mention the Drug Information Association (DIA) or [book online](https://bookonline.org).

Room Rate \$139 | Hotel Address: 5701 Marinelli Road, North Bethesda, MD 20852 | The most convenient airport is Ronald Reagan Washington National Airport (DCA) - 18 miles | Washington Dulles International Airport (IAD) - 25 miles | Baltimore/Washington International Thurgood Marshall Airport (BWI) - 35 miles

DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for any airfare, hotel, or other costs incurred by registrants.

CANCELLATION POLICY: On or before JANUARY 16, 2021

Administrative fee that will be withheld from refund amount:

Member or Nonmember = \$200 | Government or Academia or Nonprofit (Member or Nonmember) = \$200 | Short Course (if applicable) = \$200

Terms and Conditions for DIA Americas Meetings



CANCELLATION POLICIES

For Full-Meeting and One-Day Registrations

All cancellations must be made in writing and received at the DIA Americas office no later than four weeks prior to the start date of the program. After this date, there will be no refunds. Registrants who do not cancel prior to this date and do not attend will be responsible for the full meeting registration fee. Registrants are responsible for cancelling their own hotel and travel reservations. DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for airfare, hotel, or other costs incurred by registrants.

An administrative fee of \$200 will be withheld from the refund amount for meeting cancellations received by the published deadline.

Any multiple purchase discounts that may have been applied will be void in the event of a registrant's cancellation of any portion of their registration.

If you have a COVID medical emergency and are unable to attend the conference, contact customer service at CustomerService@DIAglobal.org.

For Short Courses

All cancellations must be made in writing and received at the DIA Americas office no later than four weeks prior to the start date of the program. After this date, there will be no refunds. Registrants who do not cancel prior to this date and do not attend will be responsible for the full course registration fee. Registrants are responsible for cancelling their own hotel and travel reservations. DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for airfare, hotel, or other costs incurred by registrants.

An administrative fee of \$200 will be withheld from the refund amount for short course cancellations received by the published deadline.

Any multiple purchase discounts that may have been applied will be void in the event of a registrant's cancellation of any portion of their registration.

TRANSFER POLICIES

For Full-Meeting and One-Day Registrations

Registrants may transfer their registration to a colleague at any time but membership is not transferrable. Please notify the DIA Americas office of such transfers as soon as possible, preferably in writing. Substitute registrants will be responsible for the nonmember fee, if applicable. Last minute replacements may contact a DIA representative onsite at the DIA registration desk in order to process the transfer.

If you have a COVID medical emergency and are unable to attend the conference, contact customer service at (insert regional customer service).

For Short Courses

Registrants may transfer their registration to a colleague at any time. Please notify the DIA Americas office of any such transfers as soon as possible, preferably in writing. Last minute replacements may contact a DIA representative onsite at the DIA registration desk in order to process the transfer. Registrants who transfer from a half-day to a full-day short course are responsible for the additional registration fee; registrants who transfer from a full-day to a half-day short course will receive a refund of the difference, provided that the transfer request is received no later than four weeks prior to the short course start date.

EVENT SAFETY CODE OF CONDUCT

DIA is dedicated to providing a safe event experience for all participants and others involved, including attendees, sponsors, vendors, staff, exhibitors, employees, and contractors.

Given that the responsibility of a safe in-person event is shared among event organizers, event attendees, and all others involved, **DIA** has developed the following Event Safety Code of Conduct for all participants to abide by. This document outlines rules and regulations for acceptable and expected behavior. If we all collectively respect these rules and promote the health and safety of everyone participating, we are advocating for the well-being of our fellow global citizens.

This Event Safety Code of Conduct is not intended to be a complete list of all rule and regulations applicable to a DIA meeting or event. DIA reserves the right to remove, or deny attendance to, any person who either: (i) violates, or is likely to violate, this Code of Conduct, or general health, safety, and well-being of other persons; or (ii) is disruptive and/or interferes, or is likely to disrupt or interfere, with the safe conduct of the meeting or event. All decisions shall be made in DIA's sole and absolute discretion, and shall be final.

EXPECTED BEHAVIOR

Before Leaving Home

- Follow relevant laws, recommendations, and guidance provided by national, state and local health authorities where you reside. In the United States, DIA will follow the guidance of the US Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or the state, county, and local health authorities where the meeting is being hosted.

- Adhere to government issued travel restrictions and guidance applicable to the place you will be travelling to for the meeting/event, the place you are travelling from, and any locations you will be transiting en-route to the meeting/event.

- Comply with health rules and recommendations of employers, if stricter than government restrictions and guidance.
- Comply with pre-arrival rules as determined by DIA, which may include COVID-19 vaccination requirements, and COVID-19 testing.
- Evaluate your own health and that of people you are in close contact with; contact your doctor or other healthcare provider if you have concerns.
- Stay home if you feel sick or don't feel that you can travel safely.
- Add to your phone's address book DIA's phone number and email in the event you need to contact DIA.

o Phone: 1 888 257 6457

o Email: NAevents@diaglobal.org

On-site During the Event

- Abide by the venue and DIA's rules which will be communicated prior to the event and onsite.
- Assume all risks of attending an in-person event, including the potential risk of becoming infected with COVID-19, or becoming exposed to COVID-19 leading to mandatory quarantine according to government regulations.
- Follow guidance from the local health authority, for everyday preventive actions to help prevent the spread of respiratory viruses, including:
 - o Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
 - o Avoiding touching eyes, nose, and mouth with unwashed hands.
 - o Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
- Agree to have your temperature taken before entering the meeting/event venue, if required by **DIA**.
- Agree to show proof of COVID-19 vaccination as required by **DIA**.
- Agree to wear a mask or facial covering, if required by **DIA**.
- Agree to change your mask multiple times a day if required by **DIA**.
- Adhere to social distancing protocols put in place by **DIA** and respect others' personal space.
- Agree to participate in contact tracing if required by **DIA**.
- Contact the event registration desk at any time if you feel unwell or are experiencing flu-like symptoms.
- Stay in your room and contact **DIA** for further instructions if you wake up not feeling well during the event. Contact information can be found at the end of this document.
- Agree to self-quarantine in your hotel room if you feel unwell, test positive for COVID-19, or are otherwise directed by **DIA** staff. All costs and expenses associated with self-quarantine shall be absorbed by the affected guest.

Post-event

- Based on current contact tracing advice from many health authorities, if you test positive for COVID-19 up to 14 days after returning home, please contact **DIA** immediately to advise them, and comply with **DIA's** inquiries concerning other attendees potentially impacted. Contact information can be found at the end of this document.
- If you are contacted by DIA due to contact tracing from another participant testing positive, you agree to cooperate with DIA's efforts to mitigate the possible spread of COVID-19 amongst event attendees.

USE OF PERSONAL INFORMATION

Each event attendee, vendor, sponsor, staff, exhibitor, and contractor agrees to allow DIA to use his/her personal data as necessary or appropriate to maintain health and safety at the event, and for contact tracing and other mitigation efforts after the event's conclusion. Personal data shall include, but shall not be limited to, name, email address, physical address, telephone number, COVID-19 vaccination information, COVID-19 test results, and temperature check results. Each attendee agrees to execute such documents as DIA may reasonably require to consent to the use of his/her personal data, in compliance with applicable law.

RESPONSE TO UNACCEPTABLE BEHAVIOR

Failure to follow the provisions in this Code of Conduct may result in sanctions in the sole discretion of DIA, including but not limited to removal from an event, refusal of admission, and/or a ban from future events. DIA may provide a verbal or written warning prior to imposing sanctions in sole discretion, but it shall not be required to do so.

WITNESSING UNACCEPTABLE BEHAVIOR

If at any point you feel unsafe because another person at an event is not following the Code of Conduct, or is exhibiting conduct that is unwelcome or unsafe, please contact a DIA representative. Contact information can be found at the end of this document.

TAKE PERSONAL RESPONSIBILITY FOR HEALTH CARE DECISIONS

Each person attending a DIA meeting or event in any capacity must make his/her own decisions about his/her health care and safety. DIA shall in no way be responsible for ensuring the safety and health of any attendee, participant, exhibitor, employee, or contractor.

CONTACT INFORMATION

To communicate with the event organizer before, during or after the event, please use the following contact information NAevents@diaglobal.org or 1 888 257 6457.

WAIVER OF LIABILITY, DISCLAIMER AND RELEASE

In consideration of being allowed to register for, and participate in the _____ event ("Event"), I hereby waive, release from liability, assume all risks, and covenant not to sue DIA Global ("DIA"), or its members, employees, directors, agents, contractors or volunteers (each a "DIA Party" and collectively the "DIA Parties") for any expense, loss, claim, damage, personal injury (including loss of life, disability, or serious harm), property damage, theft, negligence, or actions (each, a "Loss") resulting from or arising in connection with my travel to, attendance at, or participation in the Event and any related activities; unless said Loss is caused by the sole and gross negligence of DIA.

I have made such inquiries about the Event as are appropriate to inform myself of the risks of participation. I understand and am aware that my participation in the Event involves risk, including, but not limited to, travel, physical activity, and/or other activities, and that these activities may involve potential or actual threats to health and safety, even if performed correctly. These risks may lead to a Loss. I am also aware that there are risks that I may not have considered, yet I waive my right to any Loss that may occur from these known or unknown risks and I choose to participate in the Event. I acknowledge that no promises, representations, or affirmations of fact were made to me by DIA or a DIA Party concerning the safety or danger associated with traveling to the Event, or participating in any activity or interaction related to or associated with the Event.

I have consulted with my physician before participating in any activity, and have been advised that I may safely participate; or I declined an opportunity to consult a physician even though DIA advised me to consider doing so.

Additional Waiver, Liability Disclaimer and Release: COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic. COVID-19 is reported to be extremely contagious. The exact methods of spread and contraction are unknown, but the virus may be spread from person-to-person, by contact with contaminated objects, and possibly in the air. People reportedly can be infected and show no symptoms yet still spread the disease. COVID-19 can cause serious illness and death.

DIA cannot prevent me from becoming exposed to, contracting, or spreading COVID-19 while at its premises, at a DIA event or activity, or performing any action for or on behalf of DIA or a DIA Party. Any in-person interaction may increase the risk of contracting or spreading COVID-19.

I agree and understand these specific risks and nonetheless accept them in order to utilize DIA's services and attend an event or activity. These services are of such value to me that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in person rather than arranging for an alternative method participating, or not participating at all.

Knowing of the risks involved with contracting COVID-19 at an event, I further hereby forever release, discharge, and waive all claims and rights against the DIA Parties in connection with exposure, infection, and/or spread of COVID-19 arising from or related to attending and participating in a DIA event, and utilizing DIA's services and interacting with the DIA parties and event attendees.

By registering for and attending a DIA event, I voluntarily agree to the following:

- To assume all risks related to exposure to COVID-19.
- To accept primary responsibility for taking steps to protect myself from contracting COVID-19.
- To follow all applicable federal/local public health and government guidelines on COVID-19 health and safety in effect at the time of the event.
- To fully comply with any health, safety, and other policies instituted by DIA and the venue while attending the event, including any modifications and/or enhancements of health and safety protocols, and the requirements in the DIA Event Safety Code of Conduct.
- To properly wear a mask that covers both my mouth and nose at all times as directed by DIA, including but not limited to in the event spaces except while actively eating or drinking.
- To become vaccinated against COVID-19, and provide proof of complete vaccination if required by DIA, including proof of a booster vaccination if recommended by the CDC.
- If required by DIA, to submit to a daily health check-in at the event.
- To pay for all costs and expenses if I contract COVID-19 or test positive for COVID-19 while at the event, including but not limited to costs related to a mandatory or voluntary quarantine (hotel, food and beverage), medical care, transportation to and from a medical facility or hospital, and changes in travel plans.

I further understand that, by agreeing to this Waiver, Liability Disclaimer & Release ("Waiver"), I give up my right to bring any claims including for a Loss (as defined above), or any other loss that may be released and waived under applicable law, including, but not limited to, claims of negligence on the part of a DIA Party. I understand that this release and waiver prevents me from seeking damages in any way against the DIA Parties, whether such damages are known or unknown, foreseen or unforeseen, or that occur now or in the future.

I agree that this Waiver shall bind me and my personal representatives, successors, and assigns, and anyone claiming by or through them. This Waiver shall be enforceable to the fullest and broadest extent of the law, and if any portion is held invalid, the remainder should continue in full legal force and effect. I am an adult of sound mind and capable of entering into this Waiver. I have read its terms and fully understand and agree to the provisions herein. I agree that this Waiver shall be governed by and construed in accordance with the laws of the State of Maryland (USA), and enforced only in courts in the State of Maryland. After an opportunity to consult with an attorney of my own selection, I voluntarily consent to this Waiver.

AGREEMENT:

By registering for the meeting, and clicking the check box stating you read and agree to the Terms & Conditions, you are affirming that you have carefully read this Waiver, Liability Disclaimer and Release, understanding its terms and conditions, and agreeing to be bound by such terms and conditions. You understand that this is a legally binding contract.

GENERAL TERMS AND CONDITIONS

DIA Code of Conduct

As constituents of a nonprofit, multidisciplinary, neutral forum for sharing information that optimizes the process of drug development and life cycle management, volunteers should reflect the diversity in the global membership and should take into account regional representation, professional interest area, and work place setting. The spirit of this document attempts to uphold DIA's Core Values: passion for mission and vision; integrity; accountability and trust; treating people with respect and dignity; diversity; neutrality; and social responsibility.

VIEW CODE OF CONDUCT

Event Notice

Unless otherwise disclosed, the statements made by speakers and instructors represent their own opinions and not necessarily those of the organization they represent, or that of DIA (Drug Information Association). Speakers, instructors, agenda, and continuing education information are subject to change without notice. Recording of any DIA educational material in any type of media is prohibited without prior written consent from DIA.

DIA reserves the right to restrict or deny admission to, or expel from the Event any person: (i) who in DIA's sole discretion is behaving or threatening to behave in a manner which DIA reasonably considers to be disruptive of the Event; (ii) violating DIA's rules or policies, or local, state, or federal laws, or whose conduct is deemed illegal, disorderly, or offensive by DIA in its sole discretion; or (iii) for any other reason in its sole discretion.

Event Stream and Recording

If you attend a DIA event, we may take photographs of you at the event. We may also make video and audio recordings of events (both face to face and online) that may include your participation in the event, including your image, questions, and comments.

DIA uses photography and recorded video and audio to promote our events and to make them available for later use to support DIA's mission to improve health and well-being worldwide by promoting the exchange of vital information and issues related to healthcare products, technologies and services. Events go by extremely quickly. Attendees, speakers and exhibitors cannot attend all sessions and discussions. Photography and recordings are essential to allow attendees, speakers and exhibitors to learn from sessions and discussions they couldn't attend, capture the energy and atmosphere outside the official sessions, and allow persons who could not attend to view what transpired and learn from the event.

Exhibition Access

If this event includes an exhibition, your registration includes access to the Exhibit Hall or Tabletop Display Area during posted open hours. DIA does not allow access to the Exhibit Hall to anyone under the age of 18.

Participants With Disabilities

Reasonable accommodations will be made available to persons with disabilities who attend an educational activity. Contact NAEvents@DIAglobal.org in writing at least 15 days prior to the event to indicate your needs.

Photography, Audio, and Video Recording at DIA Events

If you attend a DIA event, we may take photographs of you at the event. We may also make video and audio recordings of events (both face-to-face and online) that may include your participation in the event, including your image, questions, and comments. DIA uses photography and recorded video and audio to promote our events and to make them available for later use to support DIA's mission to improve health and well-being worldwide by promoting the exchange of vital information and issues related to healthcare products, technologies, and services. Events go by extremely quickly. Attendees, speakers, and exhibitors cannot attend all sessions and discussions. Photography and recordings are essential to allow attendees, speakers, and exhibitors to learn from sessions and discussions they couldn't attend, capture the energy and atmosphere outside the official sessions, and allow persons who could not attend to view what was transpired and learn from the event.

Privacy Policy

DIA respects the privacy of all of its members and customers. The Privacy Policy applies to all information DIA collects, including information collected via the DIA website and DIA online Community websites, email, and other electronic communications between you and DIA, event registrations, and information you provide to DIA offline. View our privacy policy online: DIAglobal.org/en/about-us/privacy-policy

You agree that your personal data will be transferred to DIA in the US.

Weather Policy

In the event of inclement weather, this event will not be cancelled unless the event location closes. DIA is unable to issue refunds for weather or travel related cancellations.

TERMS AND CONDITIONS FOR DIA MEMBERSHIP

Membership Fees

Thank you for your membership in DIA. Your active DIA membership will renew automatically at the expiration of your current membership term, at the then current membership rates. Student and Patient memberships are not eligible for automatic renewal. Please log into your account at DIAglobal.org or contact CustomerService@DIAglobal.org to renew.

Cancellation Policy

DIA membership is not transferable. You may cancel your DIA membership within 30 days of purchase. Refunds must be requested in writing and sent to DIA at Membership@DIAglobal.org. You may cancel automatic membership renewal at any time by accessing your account online at DIAglobal.org.