



College of Commercial Arbitrators®

# 19<sup>TH</sup> ANNUAL MEETING



**INNOVATION:  
*IN ARBITRATION,  
IN DISPUTE RESOLUTION,  
AND IN THE CCA***

**OCTOBER 3-5, 2019**

**THE PALACE HOTEL  
SAN FRANCISCO, CA**

## THURSDAY, OCTOBER 3<sup>RD</sup>

11:00 a.m. – 6:00 p.m.

**Registration Desk Open at The Palace Hotel**

12:30 p.m.

**Lunch for Board Meeting Attendees**

1:30 p.m. – 3:15 p.m.

**CCA Board of Directors Meeting - Part 1**

President *Herbert H. (Hal) Gray, III* will preside over the final Board Meeting of his term. All Fellows welcome and encouraged to attend. *Advance RSVP required during registration.*

3:15 p.m. – 3:30 p.m.

**Break**

3:30 p.m. – 4:15 p.m.

**CCA Board of Directors Meeting - Part 2**

New CCA President *Susan H. Nycum* will preside over the initial Board Meeting of her term, introduce the incoming Directors, and announce the new members of the Executive Committee and the Standing Committee Chairs and Co-Chairs. All Fellows welcome and encouraged to attend. *Advance RSVP required during registration.*

5:00 p.m. – 6:30 p.m.

**Welcome Cocktail Reception at The Palace Hotel**

Fellows, Registered Spouses and Guests will have a great opportunity to reconnect with colleagues and friends in a relaxed, cordial atmosphere featuring heavy hors d'oeuvres as we kick off the Annual Meeting.

6:20 p.m.

**Board Bus for Beach Blanket Babylon Ticketed Event**

Ticket holders for the Beach Blanket Babylon optional ticketed event should assemble in the lobby of The Palace Hotel for the bus ride to the venue. *Bus departs at 6:30 p.m. sharp!*

6:30 p.m.

**Dinner and/or Entertainment On Your Own**

*(A list of downtown area restaurants will be provided for those not attending the Beach Blanket Babylon optional event.)*

7:30 p.m.

**Beach Blanket Babylon (Optional Ticketed Event)**



to delight audiences at Club Fugazi in San Francisco's North Beach

Beach Blanket Babylon, San Francisco's hilarious political and pop culture musical revue, is the perfect night out. Celebrating nearly 17,000 performances and seen by 6.5 million people from around the world, this internationally acclaimed production continues

district with its spectacular costumes and outrageously gigantic hats! Our story follows Snow White as she takes a fast-paced journey around the world in search of her "Prince Charming." Along the way she encounters a star-studded, ever-changing line-up of hilarious pop culture characters, including Donald and Melania Trump, Nancy Pelosi, Kim Jong-un, Vladimir Putin, Freddie Mercury, Lady Gaga, Ruth Bader Ginsburg, Sarah Huckabee, Barack and Michelle Obama, Beyoncé, Ariana Grande, Stormy Daniels, Oprah, and the San Francisco Giants. *[Note: This is a music revue that lampoons current figures and current events. Dress is casual. There is a cash-only bar at the venue.]* **Bus departs hotel at 6:30 p.m. Cost is \$65 per person and includes transportation to and from hotel and admission. Does *not* include dinner. Please make your ticket purchase on the registration form.**

## FRIDAY, OCTOBER 4<sup>TH</sup>

7:00 a.m. – 5:30 p.m.

**Registration Desk Open**

7:30 a.m. – 8:30 a.m.

**Fellows' Breakfast**

All Fellows and their registered Spouse/Guest are invited to breakfast.

7:30 a.m. – 8:30 a.m.

**New CCA Fellows' Orientation Breakfast**

For New Fellows and Select Committee Chairs  
New Fellows Committee Co-Chairs: *Paul B. Klaas & Gilda R. Turitz*  
New Fellows Welcome by *Herbert H. (Hal) Gray, III*, President, Atlanta, GA

8:45 a.m. – 9:00 a.m.

**Welcome to the CCA 19<sup>th</sup> Annual Meeting**

*Susan H. Nycum*, CCA President-Elect, Carmel, CA

9:00 a.m. – 10:00 a.m.

**Managing the Circus: Comparing International and Domestic Procedures Designed to Achieve Efficiency and Fairness – Plenary Session**

What can domestic and international arbitrators learn from each other that will help all of us improve the effectiveness and efficiency of arbitration? Leading domestic and international arbitrators, including a former trial judge, discuss the value of procedures customarily used or recently introduced in their respective practices.

Moderator: *John M. Townsend*, Washington, DC

*Deborah G. Hankinson*, Dallas, TX

*Jean E. Kalicki*, New York, NY

*Gerald B. Wald*, Coral Gables, FL

10:00 a.m. – 10:15 a.m.

**Break**

10:15 a.m. – 11:15 a.m. **BREAKOUT SESSIONS I & II**

### **I. Halting the Hackers: How to Protect Electronic Business Data—Your Own and That of the Parties to Your Arbitrations**

As arbitrators, we have to assure that arbitration's promise of privacy is honored for the parties and counsel we serve, and protect our own business information. This pragmatic panel will describe some concrete – and relatively easy – steps you can take to ensure that data you send and receive stays confidential.

Moderator: *Mark J. Heley*, Minneapolis, MN

*L. Tyrone Holt*, Denver, CO

*Damien Riehl*, Vice President and Engagement Manager,  
Stroz Friedberg (an Aon company), Minneapolis, MN

### **II. International Twister: What Happens when Parties from Different Cultures Bring Different Expectations and Practices to a Cross-Border Proceeding?**

Despite the development of international guidelines, policies and codes of conduct, cultural differences mean that parties in cross-border arbitrations have varying practices and expectations that arbitrators must understand and manage. This panel will discuss some of the procedural variations that emerge from cultural differences, and what arbitrators may do to assure a fair process. The panel will focus on the divergence between civil and common law traditions.

Moderator: *Sally A. Harpole*, San Francisco, CA

*Klaus Reichert*, London, England

*Anne Veronique Schlaepfer*, White & Case, Geneva, Switzerland  
*Eric van Ginkel*, Austin, TX

11:15 a.m. – 11:30 a.m.

#### **Break**

11:30 a.m. – 12:30 p.m. **BREAKOUT SESSIONS III & IV**

### **III. Not So Uncommon Unexpected Happenings**

Three fellow arbitrators share stories of difficult panel members, rude and disruptive attorneys, emotional witnesses, and other challenging situations. How did they handle these weird, yet actual, scenarios? What would you do in their shoes?

Moderator: *Judith B. Ittig*, Washington, DC

*Timothy K. Lewis*, Pittsburgh, PA

*James R. Madison*, Menlo Park, CA

*Lawrence R. Mills*, San Francisco, CA

### **IV. E-Discovery: Best Practices, Protocols and Technology**

Most commercial cases will involve discovery of electronically stored information. If not handled properly, e-discovery can rapidly spin out of control and result in enormous costs for the parties. This session is designed to familiarize Fellows with e-discovery terminology, protocols and best practices to help them effectively manage the process.

Moderator: *Allen J. Krouse III*, New Orleans, LA

*Thomas Barce*, KLDISCOVERY, Eden Prairie, MN

*Nancy F. Lesser*, Washington, DC

12:30 p.m. – 1:45 p.m.

### **Luncheon For Fellows – Richard Silberberg Interviews the Honorable Dan Polster on the Opioid MDL**

The opioid crisis has spawned what has been called the most complex litigation to have reached the federal courts – almost 2,000 cases filed by governmental entities and tribes who claim to have shouldered the financial weight of this epidemic, against dozens of defendants who manufactured and distributed prescription opioids. The multi-district litigation has been proceeding along two tracks – a litigation track and settlement track. The Honorable Dan Polster of the Northern District of Ohio presides over this sprawling matter. What role can the judicial system play in addressing a societal scourge? How can litigation and settlement be managed simultaneously?

*Richard H. Silberberg*, New York, NY

*The Honorable Dan A. Polster*, U.S. District Judge,  
Northern District of Ohio, Cleveland, OH

1:45 p.m. – 2:00 p.m.

#### **Break**

2:00 p.m. – 3:15 p.m.

### **Prepare for the Future: Emerging Technologies and the New Challenges They Pose to the Arbitration Process – Plenary Session**

New disruptive technologies and industries – for example, artificial intelligence, blockchain technology, quantum computing, and genetic engineering – will present new issues for arbitration in the not too distant future. This plenary explores some of these developments and the disputes they may spawn.

Moderator: *Paul H. Cohen*, San Francisco, CA & Gray's Inn,  
London, England

*Rachael Kent*, Wilmer Hale, Washington, DC

*Sophie Nappert*, 3VB, Gray's Inn, London, England

*Colin Rule*, Tyler Technologies, Plano, TX

3:15 p.m. – 3:45 p.m.

#### **Break**

3:45 p.m. – 5:00 p.m.

### **The Business of Arbitration: Some Things Old, Some Things Improving, and Some Things Left to Do – Plenary Session**

Executives from leading ADR institutions share their views on various facets of the business of arbitration, including case statistics, global reach and influence, new and enhanced services and tools, educating neutrals, arbitrator feedback, improving diversity on rosters and panels, and technology in arbitration. Come with questions.

Moderator: *Harrie Samaras*, West Chester, PA

*Helena Tavares Erickson*, Senior Vice-President, Dispute  
Resolution Services & Corporate Secretary, CPR: International  
Institute for Conflict Prevention and Resolution, New York, NY

*Dwight James*, Senior Vice President, American Arbitration  
Association and the International Center for Dispute Resolution,  
San Francisco, CA

*Kimberly Taylor*, Senior Vice President, Chief Legal and  
Operating Officer, JAMS, Irvine, CA

5:45 p.m. – 10:00 p.m.

A looping shuttle will be provided for those who opt not to walk to the reception and dinner at The Olympic Club City Clubhouse (.6 mile/11-minute walk, mostly flat.) Loops take 20-25 minutes round-trip.

6:00 p.m. – 9:30 p.m.

### **Networking Cocktail Reception & Dinner at The Olympic Club City Clubhouse** (524 Post St., San Francisco, CA 94102)

All Fellows and their registered Spouse/Guest are welcome to attend. *Advance RSVPs required during registration.*

Originally established in 1860 and dedicated to the pursuit of amateur athletic excellence, The Olympic Club enjoys the distinction of being the country's oldest athletic club. The current City Clubhouse was built in 1912, after the first one was destroyed in the 1906 San Francisco earthquake.

*\*Please Note:* Dress code for this dinner is business to dressy casual and is strictly enforced by the Club. Men: Slacks with Collared Shirt, Turtleneck or Mock Turtleneck. No Sport Coat required. Shirts must be tucked in. Women: Slacks or Skirt with Blouse, Turtleneck or Mock Turtleneck, Sleeveless Shirt or Sweater, and Dress Hats *only* when part of an ensemble. The following items are *not* acceptable: cargo pants; collarless shirts (men); denim of any color and sort to include skirts, pants, shirts and jackets; sandals (men); or sneakers.

### **Introduction and Induction of New CCA Fellows**

*Herbert H. (Hal) Gray III*, President, Atlanta, GA

## **SATURDAY, OCTOBER 5<sup>TH</sup>**

7:30 a.m. – 1:00 p.m.

### **Registration Desk Open**

7:30 a.m. – 8:45 a.m.

### **Fellows' Breakfast & Committee Meetings**

All Fellows and their registered Spouse/Guest are invited to breakfast. Space will be reserved for the Committees that wish to meet over breakfast. (The committees holding meetings will be announced onsite.) *NOTE:* Membership Committee representatives will be available to answer questions regarding the New Fellow nomination process. If you are thinking of proposing a candidate for membership, come to this session to learn what the application and other documents should cover in order to make a successful nomination.

9:00 a.m. – 10:15 a.m.

### **Practicum: Writing a Clear and Effective Award – Plenary Session**

In this interactive session, legal writing professors critique good, bad, and perhaps even a few ugly awards. Come prepared to sharpen your writing skills. Sharpener (two of them) are being provided.

Moderator: *John Burritt McArthur*, Berkeley, CA

*Cheryl Berg*, Professor of Legal Writing, Berkeley Law, University of California, Berkeley, CA

*Lucinda Sikes*, Professor of Legal Writing, Berkeley Law, University of California, Berkeley, CA

10:15 a.m. – 10:45 a.m.

### **Break**

10:45 a.m. – 12:00 p.m.

### **Practicum: Untie the Ethics Knots with Gene Farber – Closing Plenary Session (1.25 hours ethics)**

Our annual tradition continues. Come prepared to work with a panel to address some thorny and reality-based ethical problems arising in the context of arbitration proceedings.

*Eugene I. Farber*, White Plains, NY

12:00 p.m. – 5:30 p.m.

### **Pick Your Pleasure - Afternoon Activities for All**

Since promoting Fellowship is a priority of the College, we have planned a variety of group leisure activities for this afternoon. *Availability is limited. Register soon to reserve your spot!*

### **SATURDAY, OCTOBER 5 – 12:15 p.m. – 5:30 p.m.**

#### **Guided Bike Ride Over the Golden Gate Bridge to Sausalito**



This iconic bike tour begins at Fisherman's Wharf. Your journey will take you along the curve of the coast where you will be delighted to see lounging sea lions, playful dolphins, historic military forts and much, much

more. As you cycle your way over The Golden Gate Bridge, take in the unique topography and skylines that will lead you from one waterfront to the next. Once over the "International Orange" Golden Gate Bridge, coast downhill into beautiful, sunny Sausalito to catch a relaxing ferry back to the Wharf area. The bike company will pick up the bikes so there is no hassle for you when boarding the return ferry!

*(Note: The difficulty level for this tour is beginner/novice and is approximately 8 miles on predominately flat terrain. You will navigate two hills on your journey – one is short and steep and the other is longer and gradual. Your tour guide will ensure that each person has a safe, enjoyable ride and will assist you in navigating the hills.)*

**Cost is \$120 per person and includes a boxed lunch (provided at hotel beginning at 12:00 Noon; bus departs hotel at 12:35 p.m.), shuttle transportation to and from the hotel to the bike staging area, a guide, your bike and helmet rental and your ferry ticket back from Sausalito. Please make your ticket purchase on the registration form.**

### **SATURDAY, OCTOBER 5 – 12:30 p.m. – 5:00 p.m.**

#### **Muir Woods Excursion**

Climb aboard a comfortable coach and head out for a day of stunning beauty and peaceful serenity. During your drive, an experienced guide will inform you about Muir Woods and what you can expect to see within the park. You will leave the hustle and bustle of San Francisco behind you, trading traffic noise and urban concrete for bird songs and lush ferns as you enter the beautiful woods. Covering 554 acres, this protected park is filled with groves of old



growth redwoods that are rarely seen along this stretch of California. You will enjoy a 90-minute self-guided tour among these giants. Gaze up at the towering tops of redwoods, stroll down pine needle-covered paths and snap photos of the sunlight filtering through to the forest floor. Be sure to keep your eyes peeled for deer and chipmunks.

*(Note: As the coaches are not allowed to drive through the park, this tour involves walking. The main pathways comprise a distance of approximately one-mile in length and are predominately flat. Please dress accordingly and wear comfortable walking shoes.)*

**Cost is \$80 per person and includes a boxed lunch (provided at hotel beginning at 12:00 Noon; bus departs hotel at 12:45 p.m.), transportation with narrated tour to and from the park, entrance fee into the park and the required parking and bridge fees. Please make your ticket purchase on the registration form.**

6:00 p.m. – 10:00 p.m.

### Cocktail Reception & Dinner at The Palace Hotel

We conclude the program with a special evening reception, followed by dining and entertainment. All Fellows and their registered Spouse/Guest are invited to attend. *Advance RSVPs required during registration.*

## OPTIONAL ACTIVITIES FOR SPOUSES/GUESTS

Spouses and guests may register for these optional ticketed activities on Friday and Saturday.

**FRIDAY, OCTOBER 4 – 10:00 a.m. – 4:00 p.m.**

### Private Sightseeing Tour and Wine Tasting



Join us for an informative and enjoyable guided sightseeing tour of San Francisco and experience the city like never before, with beautiful photo opportunities at every stop. Your knowledgeable guide will provide interesting and entertaining “beyond the scenes” insights into the City. Highlights of this tour include the Golden Gate Bridge and Golden Gate Park, Chinatown, Fisherman’s Wharf, Victorian Homes, Coit Tower and awe-inspiring views of the Pacific Ocean. We will stop for lunch as a group along the way.

We will wrap up our day together with a private tasting of local wines.



*(Note: Transportation is provided. Bus loads at 10:00 a.m. sharp! The majority of this tour will be aboard a climate-controlled shuttle. However, there will be some walking required. Please dress accordingly and wear comfortable walking shoes.)*

**Cost is \$85 per person and includes transportation to and from hotel, applicable tolls and bridge fees, a private tour guide, lunch and wine tasting. Please make your ticket purchase on the registration form.**

**SATURDAY, OCTOBER 5 – 10:00 a.m. – 11:30 a.m.**

### “Stop, Look and Listen” with Image Consultant Suzie Morris

How does one recognize a LEADER in a room full of EXPERTS? Who should you bet on? Suzie Woodward Morris is the woman who ‘COAXES’ C-Suite Experts and highly educated professionals to lead, mentor, author, keynote, and expand the impact, influence and relevance of their IMAGE. With a keen sense of humor, insight and visual differentiation, Suzie will reveal a few of the techniques necessary for a recognized expert to lead in a room full of master minds. Suzie’s ability to ‘transform’ experts into leaders of master minds is entertaining, energizing and empowering as she guides her audiences through the revelations exposed by observing one’s impression, communication, and presentation.

**Cost is \$25 per person. Please make your ticket purchase on the registration form.**

## GENERAL INFORMATION

**Hotel:** For the convenience of meeting registrants, a block of rooms has been reserved at our host hotel, The Palace Hotel, 2 New Montgomery St., San Francisco, CA 94105. To make your reservation, please call 1-(888)-627-7196 and request the ‘CCA Fall 2019 Meeting’ group rate of \$299 per night single/double, or visit <http://tinyurl.com/CCA19Hotel>, enter your desired dates and click ‘Check Availability’. **Reservations should be made as soon as possible by September 9, 2019.** *After this date or when the room block is exhausted – whichever comes first – the hotel will fill reservation requests on a rate and space available basis only.*

**Airport & Transportation:** Both the San Francisco International Airport (SFO) and Oakland International Airport (OAK) are ~30-40 minutes from the hotel. Transportation to the hotel via taxi is ~\$65 from SFO and ~\$80 from OAK. Rental cars and executive cars are also available at these airports.

The Bay Area Rapid Transit (BART) train runs between SFO and San Francisco every 15-20 minutes. Simply board any San Francisco bound train at the BART station located in the international terminal. Exit the train at the Montgomery Street Station. The Palace Hotel is located at the corner of Market and New Montgomery Street, directly across from the train station. The total cost is \$8.65. Travel time is approximately 45 minutes.

**Parking:** The Palace Hotel offers valet parking only at \$72.00 per day with no self-parking. Lower cost alternatives nearby include Hearst Parking Center (45 3rd St.) and Tower Valet/Paramount Garage (680 Mission Street @ 3rd St.) for ~\$35-45 per day. These parking venues are not owned or operated by The Palace Hotel.

**Activities:** For information on activities or attractions available in and around San Francisco visit [www.sftravel.com/explore](http://www.sftravel.com/explore).

**MCLE Credit:** This program has been approved for 8.75 hours MCLE credit (1.25 hours ethics) in the State of Texas. Applications have been filed and are pending in other states. Full MCLE information will be available at registration.

# ABOUT THE COLLEGE OF COMMERCIAL ARBITRATORS

Established in 2001, the College of Commercial Arbitrators is a national organization of commercial arbitrators providing a meaningful contribution to the profession, the public and to the businesses and lawyers who depend on commercial arbitration as a primary means of dispute resolution.

CCA promotes the highest standards of conduct, professionalism and ethical practice, develops “best practices,” and provides peer training and professional development.

The College provides interaction and communication in the profession, and offers an easy means to identify those individuals whose professional training and experience qualify them to undertake the most complex and difficult arbitration assignments.



## 2019 Officers

President: Herbert H. (Hal) Gray, III  
President-Elect: Susan H. Nycum  
Vice-President: John R. Holsinger  
Secretary/Treasurer: Mark J. Heley

## Board of Directors

Joanne Barak (2019)  
Gary L. Benton (2020)  
Trey Bergman (2019)  
Louis Coffey (2021)  
Roy L. De Barbieri (2019)  
Paul J. Dubow (2020)  
Neal M. Eiseman (2019)  
Laura A. Kaster (2021)  
Paul B. Klaas (2021)  
A.J. Krouse III (2021)  
Mitchell L. Marinello (2019)  
Elliot E. Polebaum (2020)  
Barbara Reeves (2019)  
Jose Antonio Rodriguez Marquez (2021)  
Gerald G. Saltarelli (2021)  
Harrie Samaras (2021)  
John A. Sherrill (2019)  
Richard H. Silberberg (Immediate Past President)  
Allison J. Snyder (2021)  
Stephen S. Strick (2020)  
Dana Welch (2021)  
Michael D. Young (2019)

**19<sup>th</sup> Annual Meeting Chair:** Susan H. Nycum, President-Elect

**Program Vice-Chairs:** Deborah A. Coleman and Dana Welch

**CCA Staff Liaisons:** Donna J. Passons (Executive Director),  
Bill Seward (Assistant Director)

## *San Francisco, California*

When you think of San Francisco, do you think of the city's scenic beauty, cultural attractions, eclectic communities and world-class cuisine? Do you think of much-loved landmarks such as the Golden Gate Bridge, cable cars, Fisherman's Wharf, Union Square, Chinatown and Alcatraz? Does your mind wander to romantic images of the rolling fog embracing this most European of American Cities? San Francisco is all of these things... and so much more. Known as “Everybody's Favorite City”, this Beauty by the Bay offers visitors much to see and do. The Palace Hotel, your home away from home during the Annual Meeting, is an icon where original architecture and authentic elements pair with classically inspired, modern décor. Originally established in 1875, the Palace was San Francisco's first premier luxury hotel and the largest in the world. This venue combined with top-notch educational programming and diverse networking opportunities ensures that the CCA 2019 Annual Meeting will truly be a “San Francisco Treat.”

# College of Commercial Arbitrators 19<sup>th</sup> Annual Meeting

October 3-5, 2019 ♦ San Francisco, CA

## MEETING REGISTRATION

Please submit your meeting registration and payment by September 6, 2019. Please see below for the cancellation policy. Hotel reservation information can be found in the brochure under "General Information."

Register online at [www.CCAarbitration.org](http://www.CCAarbitration.org) or by sending the completed registration form & payment to:

CCA 19<sup>th</sup> Annual Meeting  
P.O. Box 4646  
Austin, TX 78765

Phone: (512) 372-8350  
Fax: (512) 451-2911  
Email: [info@CCAarbitration.org](mailto:info@CCAarbitration.org)

- Fellows Regular Registration** (received by September 6, 2019) .....\$850.00
- Fellows Late Registration** (received after September 6, 2019 and by September 27, 2019) .....\$900.00
- Fellows Door Registration** (received after September 27, 2019) .....\$950.00
- Conference Materials:** Materials on USB drive are included with your conference registration.  
You may purchase the printed binder of conference materials for an additional \$50.00..... \$ \_\_\_\_\_

- Spouse/Guest Registration\*:** *Print Name:* \_\_\_\_\_ \$425.00  
(\*Includes Thursday Reception, Friday Reception & Dinner, Saturday Reception & Dinner, and Friday and Saturday Breakfasts.)

➤ *RSVPs and Optional Events must be reserved in advance and may be subject to group minimums and/or maximums.*

**---RSVPs---**

- THU: Gray Board Meeting:** Advance RSVP Required
- THU: Nycum Board Meeting:** Advance RSVP Required
- Fellow RSVP for Friday Night Dinner**
  - Spouse/Guest RSVP for Friday Night Dinner
- Fellow RSVP for Saturday Night Dinner**
  - Spouse/Guest RSVP for Saturday Night Dinner

**---Select One Breakout per Session Block---**

- FRI AM: Breakout #1** or  **FRI AM: Breakout #2**
- FRI PM: Breakout #3** or  **FRI PM: Breakout #4**
- THU: Beach Blanket Babylon** \$65 x \_\_\_\_\_ = \$ \_\_\_\_\_
- FRI: Spouse Sightseeing Tour** \$85 x \_\_\_\_\_ = \$ \_\_\_\_\_
- SAT: Spouse Image Consultant** \$25 x \_\_\_\_\_ = \$ \_\_\_\_\_
- SAT: Muir Woods Excursion** \$80 x \_\_\_\_\_ = \$ \_\_\_\_\_
- SAT: Guided Bike Ride** \$120 x \_\_\_\_\_ = \$ \_\_\_\_\_

Optional Events

- I cannot attend the annual meeting. I would like to purchase the following:**

Written Meeting Materials at \$50. *Select One:*  Binder  USB Drive.....\$ 50.00

**Total Enclosed**..... \$ \_\_\_\_\_

Name: \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Please List Any Special Needs/Dietary Requests:* \_\_\_\_\_

**PAYMENT INFORMATION: Please make your check payable to College of Commercial Arbitrators**

*Please charge my:*  Visa  MasterCard  American Express

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address (incl. zip code) \_\_\_\_\_

**Refunds less a \$50 processing fee will be granted to registrants who cancel on or before 30 days prior to the first day of the meeting. If notice is received after that time and before 7 days prior to the first day of the meeting, refunds will be granted less a \$150 processing fee. No refunds will be granted thereafter.**