

ADVANCE REGISTRATION

Advance Registration

Please follow these instructions for completing the Advance Registration Form on the facing page. Advance Registration rates are valid until the deadlines shown on the form and are approximately 30% lower than the on-site fees shown on Page 10. Registration is required for all attendees, including SESSION CHAIRS and PRESENTERS. Only paid attendees will be admitted to the breakfasts, workshops, technical sessions, and Exhibition Hall. This form is not used for the guest tour registration, which is described elsewhere in this Program Book. Each registrant must submit a separate form with payment. Registration by telephone is available for handicap, special needs, or information; please call 1-781-769-9750.

1 Methods of Registration

Individuals can register online, by FAX, or by mail. Those registering by mail should send their form in early enough to ensure the application is received by the deadline; otherwise on-site fees will be charged. If the registration is sent by FAX, do not send it by mail. Additional items can be added on site after advance registration.

2 Personal Information

For phone numbers outside the U.S., please include a country code. If you would like to receive information by email from the IEEE, MTT-S, or microwave companies, mark the appropriate boxes. An optional complimentary badge for one guest allows access to the Hospitality Suite, Plenary Session, and Exhibition Hall but does not allow access to Technical Sessions and Workshops.

3 Membership

Check the boxes of all organizations of which you are a member. To receive IEEE member rates, enter your member number and present your IEEE card upon check-in at the conference. Registrants who do not have a current IEEE membership card at check-in will be charged the nonmember rates. If you are not a member and wish to take advantage of the member rates, call 1-800-678-IEEE or visit www.ieee.org/services/join prior to registering.

4 Symposia

Microwave Week hosts three symposia: the International Microwave Symposium (IMS), the RFIC Symposium, and the ARFTG Conference. Select the conferences you wish to attend. Students, retirees, and IEEE Life Members receive a discount on registration fees. To qualify as a student, a registrant must be either an IEEE Student Member or a full-time student carrying a course load of at least nine credit hours.

- IMS Technical sessions are held on Tuesday, Wednesday, and Thursday. Registration includes continental breakfast, admission to the exhibits, abstract books, and a CD-ROM.
- RFIC technical sessions are held on Monday and Tuesday.

Registration includes continental breakfast, admission to the RFIC, Reception and exhibits, a digest, and a CD-ROM,

- ARFTG technical sessions are held on Friday. Registration includes breakfast, lunch, a CD-ROM, and admission to the ARFTG exhibition. ARFTG Conference member rates are available to both ARFTG and IEEE members.
- Microwave Week hosts the largest exhibition of its kind with over 400 companies. Exhibit-only registration is available onsite for \$20.

5 Extra CD-ROMs and Digests

Additional CD-ROMS (IMS, RFIC and ARFTG) and digests (RFIC only) are available for purchase and pickup at the conference. After the Symposium, digests (RFIC only) and CD-ROMS (IMS, RFIC and ARFTG) will be available for purchase from IEEE.

6 Awards Banquet

The MTT-S Awards Banquet will be held on Wednesday from 19:30pm to 22:00 at the Omni Hotel in the Grand Ballroom. The evening will include fine dining, an awards presentation, and entertainment. Major Society awards will be presented.

7 Boxed Lunches

Optional boxed lunches are available for purchase by all attendees but are especially convenient for those attending the Panel Sessions or Exhibition Hall during lunchtime. It is encouraged to purchase boxed lunches in advance, as on-site pricing will be higher. Refunds are NOT available since these lunches are ordered in advance.

8 Workshops

The workshop fee includes a CD-ROM and speaker's notes for that workshop. Full day workshops and morning workshops include a continental breakfast, boxed lunch and a morning refreshment break. Afternoon workshops include a boxed lunch and an afternoon refreshment break. The All-Workshop CD-ROM fee includes material for all workshops on one CD-ROM but does not include admission to any workshops.

9 Remittance

Individual remittance must accompany the registration form and is payable in U.S. dollars only, using a personal check drawn on a U.S. bank, traveler's check, international money order, or credit card (VISA, MasterCard or American Express only). Personal checks must be encoded at the bottom with the bank, account, and check number. Bank drafts, wire transfers, cash, and purchase orders are UNACCEPTABLE and will be returned. Please make checks and money orders payable to "IEEE/MTT-S". Written requests for refunds will be honored if received by May 9, 2008. See Page 10 for full refund policy.

ONSITE REGISTRATION

Onsite Registration

On-site registration for all Microwave Week events will be available at the Georgia World Congress Center.

Registration hours are:

Day	Time
Saturday, 14 June 2008	14:00-18:00
Sunday, 15 June 2008	07:00-18:00
Monday, 16 June 2008	07:00-17:00
Tuesday, 17 June 2008	07:00-17:00
Wednesday, 18 June 2008	07:00-17:00
Thursday, 19 June 2008	07:00-15:00
Friday, 20 June 2008	07:00-09:00

Exhibit Only Registration

Exhibit-only registration is available on-site for \$20.

Guest Tour Registration

Registration for guest tours will be available in the Georgia World Congress Center lobby. Please refer to the Guest Tour Program section of this Program Book for further details and tour descriptions.

Press Registration

Credentialed press representatives are welcome to register without cost, receiving access to technical sessions and exhibits. Digests are not included. The Press Room is located in GWCC Building A Room 412A on Tuesday through Thursday.

ARFTG Registration

Late on-site ARFTG Registration will be available at the Omni Hotel on Friday from 07:00 to 11:00. If at all possible, please pre-register earlier in the week to reduce the on-site workload.

Registration Fees

On-site registration fees are as follows:

Event	Member	NonMember
IMS Sessions	\$515 (\$80)	\$770 (\$160)
IMS Sessions (no CD-ROM)	\$440	\$650
Single-day Registration	\$270	\$375
RFIC Sessions	\$260	\$390
RFIC Reception Only	\$65	\$85
ARFTG Sessions	\$270 (\$175)	\$420 (\$175)
IMS and ARFTG CD-ROM	\$75	\$145
RFIC Digest	\$75	\$145
RFIC CD-ROM	\$75	\$145
Boxed Lunches (per day)	\$25	\$25
Awards Banquet	\$95	\$95
Workshops (Full Day)	\$200 (\$135)	\$300 (\$135)
Workshops (Half Day)	\$150 (\$100)	\$225 (\$100)
All Workshop CD-ROM	\$240 (\$150)	\$350 (\$150)
ARFTG Conference Compendium CD-ROM	\$105	\$140
ARFTG Workshop Compendium CD-ROM	\$70	\$105
Exhibition Only Pass	\$20	\$20

*Student, retiree, and IEEE Life Members prices are shown in parentheses.

Refund Policy

Written requests received by 9 May 2008 will be honored. Refund requests postmarked after this date and on-site refunds will be granted only if an event is cancelled. This policy applies to registration for the symposium sessions, workshops, digests, extra CD-ROMs, awards banquet, and boxed lunches. Please state the preregistrant's name and provide a mailing address for the refund check. If registration was paid by credit card, the refund will be made through an account credit. An account number must be provided if the initial registration was done on-line. Address your requests to:

MTT-S Registration
685 Canton Street
Norwood, MA USA 02062-2608