

# International Clematis Society in Portland, Oregon

## Celebrating Clematis and Clematis People All Over the World

### Notes

#### Important Dates:

- Event Registration begins 6 November 2018 (see Event Registration Form for deposit details). Please note, we need a registration form for each person attending, even if one member is paying for a roommate or another member.
- Applications for Registration received by 31 December 2018 will receive a \$50US discount.
- Partial event registration *may* be available after 1 January 2019. Contact Dina Trachta at [ICS2019PDX@outlook.com](mailto:ICS2019PDX@outlook.com) after that date for more information.
- Applications for registration received after 31 March 2019 will incur a late fee of \$100US.
- Final Payment due by 16 April 2019.
- Cancellations received after full payment is made (after 16 April 2019) will incur a fee of \$300US.

All Event Registration forms and any inquiries should be directed to [ICS2019PDX@outlook.com](mailto:ICS2019PDX@outlook.com) after 6 November 2018 and throughout the registration and pre-conference period.

#### Notes on Accommodation

It is not mandatory that attendees at the 2019 conference hotel stay at University Place, but many events throughout the week happen there, and buses will come and go from there, so we heartily recommend it.

Many (but not all), of the rooms have been refurbished since 2010, and there are now two food venues in the facility, the Lincoln Station Grill (in which the included full breakfast is served), and Crafted Bites & Brews (the bar + bistro that handles event catering for the hotel).

For details about the differences in room rates:

- \$89 per night rooms have not yet been remodeled.
- \$140 per night rooms have been remodeled and include added amenities.

For further details, please contact the hotel directly via the information on the University Place Hotel Credit Card Authorization Form or by email to [uplace@pdx.edu](mailto:uplace@pdx.edu).

#### Notes on completing electronic versions of the Forms

Both the Event Registration Form and University Place Hotel Credit Card Authorization Form are available in electronic form in .pdf format. Adobe Acrobat Reader DC (at least the Windows version, I don't have an Apple PC so can't comment re this software regime) has a "Fill & Sign" tool facility. Using this will allow you to complete both forms electronically and return them by email. Note, the fill tool can be set to insert characters, "x", "√" and other symbols.

The form can also be signed though as I understand it, once this is done it cannot be changed.

## Notes on Completing the University Place Hotel Credit Card Authorization Form

- The **Room Block Name**, **Event Name**, **Event Date(s)** and **Room Rental and Tax** fields have been pre-filled on both the paper and electronic forms.
- The **Check-In Date** and **Check-Out Date** are your opportunity to say if you wish to extend your stay either before or after the event.
- In the list of **Guest is allowed the following charges** check boxes, if required please check the box, **Parking**. All other fields are for conference bookings and should be ignored.
- Do not forget to check the correct box at the head of the form for either **Credit Card** or **Debit Card**. Payment will be in US Dollars, so non-US residents will almost certainly need to pay by Credit Card.
- Do not forget to check the correct **Type of card being used** box halfway down the form. Most people will probably be using a Personal Card.

Once completed and signed, the form can be returned to the University Place Hotel, either posted or electronically using their email address, [uplace@pdx.edu](mailto:uplace@pdx.edu).

Although you may have received a paper copy of these Portland 2019 documents, you can still access the electronic versions if you wish, in particular the two forms. You will find them on the Society website at the following addresses:-

- [www.clematisinternational.com/portland2019.pdf](http://www.clematisinternational.com/portland2019.pdf) - A4, 4 pages
- [www.clematisinternational.com/portland2019booklet.pdf](http://www.clematisinternational.com/portland2019booklet.pdf) - A4, 2 pages, print double-sided for an A5 booklet
- [www.clematisinternational.com/portland2019regform.pdf](http://www.clematisinternational.com/portland2019regform.pdf) – A4, 1 page
- [www.clematisinternational.com/portland2019uniplaceform.pdf](http://www.clematisinternational.com/portland2019uniplaceform.pdf) - A4, 1 page
- [www.clematisinternational.com/portland2019notes.pdf](http://www.clematisinternational.com/portland2019notes.pdf) – A4 2 pages