

IMPORTANT INFORMATION

Due Dates

Wednesday, January 22	Table Reservation Form incl. Dinner Check, and Congratulatory Notice
Wednesday, February 19	Attendees' Names Submission www.nyipla.org/judgesdinner
Friday, February 21	Waldorf Astoria NY Hotel Reservations
Wednesday, March 5	Confirmation Letters to Firms sent by NYIPLA

Dinner Online Reservations

As the firm's designated Judge Dinner Liaison, you have a username to access the Judges Dinner Online Reservation page www.nyipla.org/judgesdinner. This will allow you to verify NYIPLA membership, enter the type and number of tables, add and edit names, and view your invoice. **The ABSOLUTE DEADLINE to make changes is Wednesday, February 19, 2014.**

Membership Status

To qualify for the NYIPLA member rate, May 2013 – April 2014 membership dues must be received by Wednesday, December 18, 2013. **No exceptions made.**

Payment

Payment must be received in full with the Table Reservation Form by Wednesday, January 22, 2014. The fee is \$300.00 for NYIPLA members and \$525.00 for non-members, which includes the reception (for Honored Guests and members), dinner, social gathering and gratuities. In addition, each reservation for an Honored Guest Table in the Grand Ballroom will require a fee of \$350.00. *The table fee will be refunded if a request for a table in the Grand Ballroom cannot be honored due to capacity constraints.*

Refunds

Requests for refunds received after **Wednesday, February 5, 2014** cannot be honored.

Seating Requests

The Honored Guest you host will be assigned by the Judges Dinner Committee. *Not all requests for Honored Guest tables can be honored.* A printed seating list will be available in the Silver Corridor (3rd floor) and outside all dining rooms. The seating list will show the names of those persons for whom reservations and payments have been received by Wednesday, January 22, 2014. **No exceptions made.**

Housing

NYIPLA has reserved a block of sleeping rooms at the Waldorf Astoria New York Hotel. These accommodations are offered on a first-come, first-served basis until 12:00 noon on Friday, February 21, 2014. The negotiated room rate is \$425.00. All reservations made after 12:00 noon on February 21 will be accepted based upon availability. Call 1-877-GroupWA to book individual rooms and refer to NYIPLA.

Day of Dinner CLE Program

Information about the topic and the speakers will be made available on www.nyipla.org. This program requires separate registration and payment.



NYIPLA

The New York Intellectual Property Law Association®

The
92nd
Annual Dinner
IN HONOR OF THE
Federal
Judiciary

MARCH 28, 2014

THE WALDORF ASTORIA NEW YORK

TABLE RESERVATION FORM

Make all checks payable to "NYIPLA" and remit to:

NYIPLA Executive Office
2125 Center Avenue, Suite 406
Fort Lee, NJ 07024-5874
USA

NOTE

- Tables will be **reserved only upon receipt** of the **Table Reservation Form** and **check by Wednesday, January 22, 2014**
(www.nyipla.org/judgesdinner login with your e-mail regarding balance)
- Judges Dinner and the Day of the Dinner CLE Program require separate registrations and checks

JUDGES DINNER CONTACT PERSON

Name _____ Date _____

Firm _____

Address _____

City, State, Zip _____

Direct Tel _____ E-mail _____

RESERVATION

Insert the number of seat(s) per membership type:

_____ x **\$300.00** for NYIPLA member \$ _____

_____ x **\$525.00** for non-member \$ _____

Insert the number of table(s):

_____ Number of *honored guest table(s) on the **Grand Ballroom floor** for **8 guests**

+ _____ Number of *honored guest table(s) on the **Grand Ballroom balcony** for **10 guests**

+ _____ Number of *honored guest table(s) on the **Grand Ballroom balcony** for **16 guests**

= _____ x **\$350.00** per each **Honored Guest Table** in the **Grand Ballroom** \$ _____

_____ Number of satellite table(s) in a **Quiet Room** for **10 guests**

_____ Number of satellite table(s) in a **Non-Quiet Room** for **10 guests**

Enclosed check for the total amount of \$ _____

**An honored guest and their guest will be assigned per honored guest table in the Grand Ballroom*

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MEMORANDUM

From: Dorothy R. Auth
Chairman
Committee for the Dinner in Honor of the Federal Judiciary

Re: Judges Dinner Program Congratulatory Notices
Outstanding Public Service Award

The New York Intellectual Property Law Association is pleased to announce that the NYIPLA 12th Annual Outstanding Public Service Award will be presented to the Honorable Gregory M. Sleet, Chief Judge of the United States District Court for the District of Delaware.

If you would like to reserve space for a Congratulatory Notice in the Judges Dinner program, please see the reservation form and specification sheet.

All firms reserving a space in the Judges Dinner program will also be entitled to a complimentary patron (1/4 page) ad in the journal for the NYIPLA Annual Meeting and Awards Dinner scheduled for Tuesday, May 20, 2014 at the Princeton Club, NYC. Details about this journal to follow.

All submissions for the Congratulatory Notice must be received by January 22, 2014. Please e-mail the congratulatory notice (artwork) to dinner@nyipla.org, and mail the Congratulatory Reservation Form and check to the NYIPLA Executive Office, 2125 Center Avenue, Suite 406, Fort Lee, NJ 07024.

If you have questions, please contact Lisa Lu at dinner@nyipla.org.



NYIPLA

The New York Intellectual Property Law Association®

CONGRATULATORY NOTICE
RESERVATION FORM

Outstanding Public Service Award

Honorable Gregory M. Sleet

Chief Judge

United States District Court for the District of Delaware

Make all checks payable to "NYIPLA" and remit to

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92nd
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Judiciary

MARCH 28, 2014
THE WALDORF ASTORIA NEW YORK

JUDGES DINNER CONTACT PERSON

Name _____ Date _____

Firm _____

Address _____

City, State, Zip _____

Direct Tel _____ E-mail _____

Cost \$2,500.00

Limit 1 page per firm

Note All firms reserving a space in the Judges Dinner program will also be entitled to a complimentary patron (1/4 page) ad in the journal for the NYIPLA Annual Meeting scheduled for Tuesday, May 20, 2014 at the Princeton Club, NYC. Details about this journal to follow.

Congratulatory Reservation Deadline: Wednesday, January 22, 2014

MARCH 28, 2014
THE WALDORF ASTORIA NEW YORK

**CONGRATULATORY NOTICE
SPECIFICATION SHEET**

Color

All notices are black & white – shading does not reproduce well.

Content

Content is limited to appropriate expression of honor to the award recipient. Please observe the following content rules:

- No commercial content, tag lines or promotional language
- No photos or stock photography
- No full addresses or telephone numbers. Cities in which offices are located may be listed, for example “New York, Los Angeles, Milan”
- No individual names of company personnel
- No e-mail addresses
- Firm logo and website address permitted

Cost

\$2,500.00 per Congratulatory Notice. Notices accepted on a first-received basis. Space is limited.

Deadline: Wednesday, January 22, 2014

E-mail the congratulatory notice (artwork) to dinner@nyipla.org. Mail the Congratulatory Reservation Form and check to the NYIPLA Executive Office, 2125 Center Avenue, Suite 406, Fort Lee, NJ 07024.

Electronic Formats

TIF and EPS: Copy can be generated and produced as an image and saved as a .tif or .eps file. The resolution should be 300 dots or pixels per inch (dpi or ppi).

PDF: Copy can be supplied in a high-resolution Portable Document Format (PDF)

Final Approval

All submissions are subject to the review and approval of NYIPLA in its sole discretion.

Size

Vertical. Full page only, 1 side. Paper size is 6.5” x 10” with margins of 1” top and bottom, ¾” left and right. No spreads.

Note

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CONGRATULATIONS
TO
THE HONORABLE
[INSERT NAME]
RECIPIENT OF THE
OUTSTANDING
PUBLIC SERVICE AWARD

[FIRM NAME]

CONGRATULATES

THE HONORABLE
[INSERT NAME]

OUTSTANDING
PUBLIC SERVICE AWARD
