

GENERAL INFORMATION

HOTEL RESERVATION DEADLINE: MAY 15, 2009
ADVANCE REGISTRATION DEADLINE: MAY 15, 2009

LOCATION INFORMATION

All technical sessions, social events, short courses and exhibit will be conducted at:

Caesars Palace
3570 Las Vegas Blvd. South
Las Vegas, NV 89109
Phone: 702-731-7110
Fax: 702-731-7172
Website: www.harrahs.com

REGISTRATION INFORMATION

Please complete the Advance Registration form on the inside back cover and return no later than **May 15, 2009** to:

MAIL TO: RETC Registration
c/o Experient
PO Box 4088
Frederick, MD 21705

PHONE: 866-229-3691

FAX: 301-694-5124

ONLINE: www.retc.org

After **May 15, 2009** on-site registration fees apply. Full payment **MUST** accompany the completed Advance Registration Form. When registering by phone, fax, or online **DO NOT SEND ANOTHER COPY BY MAIL**. Confirmations will be emailed to the individual at address provided on form.

GENERAL MEETING QUESTIONS

Contact SME Meetings Department at 303-948-4200.

PURCHASING TICKETS

Attendees must register to purchase tickets for social functions and/or tours, however, one registrant may purchase more than one ticket.

REGISTRATION POLICY

All attendees and authors of the 2009 Rapid Excavation & Tunneling Conference & Exhibit are required to register. Nonmember authors may register at the member rate. Badges are required for admittance to the technical sessions, exhibit, and social functions.

STUDENT REGISTRATION POLICY

Student registration for the 2009 Rapid Excavation & Tunneling Conference & Exhibit must meet eligibility requirements. SME requires that an individual must be attending a college/university/higher education institute on a full-time basis to qualify for student registration rates. SME cannot process student registrations without evidence that you are a full-time student. Students enrolled in 12 or more semester credit hours are considered full-time. When sending your registration to SME Registration Dept. please provide confirmation from your education institution. Acceptable confirmation includes: transcript, most recent report card, or official school registration documents. Student registration without this information will not be processed.

CANCELLATION/SUBSTITUTION POLICY

If circumstances require you to cancel your RETC registration, you must do so in writing. Written notice must be sent to RETC Registration,

c/o Experient, PO Box 4088, Frederick, MD, 21705. Cancellations postmarked on or before May 15, 2009 will receive a refund, less a \$100 processing fee. There are no refunds for no-shows and cancellations postmarked after May 15, 2009. Registrants are responsible for cancellation of their hotel accommodations. Substitutions will be accepted at no charge.

PASSPORT REQUIREMENTS

All international visitors, regardless of country of origin, must present a passport or secure document when entering the United States.

AIRPORT INFORMATION

Caesars Palace is located approximately five miles (10 minutes) from McCarran International Airport. Taxis are available on the east side of baggage claim, outside door exits 1-4. Visit www.mccarran.com for further information. Please note that Caesars Palace does not offer shuttle transportation.

Taxi Companies

Checker/Yellow/Star
Desert Cab Company
Lucky Cab Company

Phone Number

702-873-2000
702-386-9102
702-477-7555

LETTER OF INVITATION

SME will send a letter of invitation to paid registrants upon request. Invitations are intended to help potential delegates raise travel funds or obtain a visa. **It is not a commitment from the Conference or the organizers to provide any financial support.** Letters of invitation must include: attendee name, job title, company name, mailing addresses (Post Office Boxes are not accepted), city, state/province, country, zip/postal code, phone and fax number, and beginning and end dates of travel. Also provide the address, phone and fax number of your embassy. Send your request to: SME Meetings Dept., 8307 Shaffer Parkway, Littleton, CO 80127. Email: meetings@smenet.org.

ATTENTION EXHIBITORS

Exhibitor registration forms have been provided in your exhibitor service kit. Booth personnel of exhibiting firms should **NOT** use the forms contained in the conference promotion. For questions, or to obtain the exhibit forms go to www.retc.org, click exhibitor information.

HOUSING INFORMATION

Hotel accommodations are available at Caesars Palace. Please complete the Hotel Reservation form on the inside front cover and **RETURN NO LATER THAN MAY 15, 2009**.

Caesars Palace
3570 Las Vegas Blvd. South
Las Vegas, NV 89107

Phone: 702-731-7110
Fax: 702-731-7172
Online: www.retc.org

DO NOT send your housing form to SME headquarters. A one-night deposit, by credit card, must accompany the complete hotel reservation form.

SPONSORSHIP OPPORTUNITIES

If your goal is to position your organization as a major player in the tunneling business, let RETC be your source for marketing success. Several events and sponsorship opportunities are available. For details and availability contact: Heather Bonic at bonic@smenet.org or direct line, 303-948-4216.