



Joint Conference Boston

May 8 – 11, 2013



Invitation and Information
for Attending Delegates and Companions

host firm



ROBINSON & COLE LLP
ATTORNEYS AT LAW

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INTRODUCTION

Robinson & Cole is pleased to invite you to attend the 2013 ADVOC Joint Conference.

We are delighted to be your host and look forward to welcoming you to Boston! You'll find our city accessible, manageable, and charming. Be sure to pack comfortable shoes, as much of Boston is very walkable—in fact, it is the best way to see our city.

HOST FIRM CONTACT INFORMATION

Robinson & Cole LLP
One Boston Place, 25th Floor
Boston, MA 02108 USA
Tel: +1 617 557 5900; Fax: +1 617 557 5999
E-mail: advoc2013@rc.com
Website: www.rc.com
Kathleen M. Porter, Partner
William T. Sellay, Partner
Michele Sexton, Event Coordinator

Enclosures in this package include:

- Invitation and Information
- Conference Program
- Additional Preconference Program
- Additional Postconference Program
- Registration Form

REGISTRATION DUE DATE

Registration and payment for the 2013 Joint Conference is due by **November 13, 2012**. Conference numbers are limited to 110 hotel rooms and a total of 150 attendees and guests.

REGISTRATION FORM

Please send your completed Registration Form as soon as possible, but no later than **November 13, 2012**, to Robinson & Cole LLP:

By fax: +1 617 557 5999

Attn: Michele Sexton/Kathleen Porter

By e-mail as PDF to advoc2013@rc.com

CONFERENCE REGISTRATION FEES

- Delegate registration fee in USD is \$1,675.
- Companion registration fee in USD is \$1,600.

The registration fees for delegates and companions cover the following costs and expenses:

- Breakfast
- Conference facilities and other meeting costs
- Welcome drinks and buffet on Wednesday
- Lunch with soft drinks on Thursday through Saturday
- Dinner with drinks on Thursday and Friday
- Gala Dinner with drinks on Saturday night
- Sightseeing activities on Thursday, Friday and Saturday
- All transportation fees to the activities from Wednesday through Saturday

Please note that the registration fees do not include the following:

- Hotel costs
- Transportation to and from the airport
- Drinks at lunch or after dinner
- Any costs before Wednesday dinner or after Saturday night
- Sightseeing activities not included in the attached program
- Personal expenses

Please note that once we have confirmed final numbers, there may be some minor adjustment to the registration fees. Because firm commitments have to be made for meals and events, no refunds will be made. Please also note that our program activities are subject to change.

HOTEL ACCOMMODATIONS

We have contracted a block of rooms at the lovely Taj Boston, a Boston landmark located at Arlington and Newbury Streets, one of the city's most prestigious addresses. Overlooking the picturesque Boston Public Garden and Boston Common, the hotel is ideally situated for visitors to explore nearby art galleries, shopping boutiques, and restaurants.

Conference attendees are responsible for making their own reservations and settling their hotel bills directly with Taj Boston. Please contact the hotel to make your booking now:

Taj Boston

15 Arlington Street, Boston, MA 02116 USA

Telephone: +1 617 536 5700

(USA toll-free: +1 877 482 5267)

Fax: +1 617 536 1335

(tajhotels.com/Luxury/City-Hotels/

Taj-Boston-Boston/Overview.html)

Group: Robinson & Cole/ADVOC 2013

The daily conference rate per room:

Single/Double in USD — \$310

This room rate excludes of breakfast and service fees but includes Internet access fees. Breakfast is included in the registration fee. Any costs incurred during your stay will be added to your final hotel bill and paid by you on checkout.

We strongly recommend booking your hotel as soon as possible because our 110-room block and guaranteed rates will be held only through November 13, 2012. Many university graduations take place in the Boston area during May, so booking early is extremely important.

PRECONFERENCE OPTIONAL ACTIVITIES

Delegates who arrive on Tuesday night or Wednesday morning may wish to attend preconference activities. Please indicate if you are interested in these activities on the attached Registration Form. Any costs are in addition to the registration fee.

POSTCONFERENCE OPTIONAL ACTIVITIES

Delegates who extend their stay until Sunday may wish to attend postconference activities. Please indicate if you are interested in these activities on the attached Registration Form. Any costs are in addition to the registration fee.

COMPANIONS' PROGRAM

Information on the companions' program is attached.

CONFERENCE DRESS CODE

- Business meetings and sightseeing: business casual
- Gala Dinner (Saturday evening): Black tie/dark suit, evening gown, cocktail dress, or festive national dress

WEATHER

The average temperatures in Boston during this time in May range from a low of 9°C/48°F to a high of

18°C/64°F, but the weather can be unpredictable. Wear layers that can be removed or added. An umbrella is a good idea for May showers.

If you would like to check our weather forecast before you leave for Boston (Boston's zip code is 02108), see www.weatherunderground.com.

IMMIGRATION/VISA

The visa requirements for temporary visitors to travel to the US may differ according to the passport you hold. All inquiries regarding visas, including cost, should be directed to the US Embassy or consulate in your country of origin.

FLIGHTS AND AIRPORT TRANSFERS

We advise delegates to make flight arrangements early, as May is a popular time to visit Boston. Logan International Airport is located 3.5 miles from downtown Boston. See the travel agent invitation at the end of this information for assistance on booking flights.

We suggest taking a taxi from Logan International Airport to the Taj Hotel. A taxi stand is outside the airport terminal. The trip takes approximately 30 minutes, depending on the time of day. The cost in USD is approximately \$25.

If you prefer, you may also take our subway, known as the . Take the Blue Line Inbound at Airport Station to Government Center Station. Transfer there to the Green Line Outbound to Arlington Station, which is one block from the hotel. The cost in USD is approximately \$2.50. Multiday passes are also available for purchase. See www.mbta.com for more information.

ADDITIONAL INFORMATION ABOUT BOSTON

Retail Stores: From Monday through Saturday, most stores open at 10 a.m. and close at 6 p.m. or 7 p.m. Some stores stay open later on Thursday nights. On Sunday, most stores open at 11 a.m. or noon and close at 5 p.m. or 6 p.m.

Restaurants: Most restaurants stop serving full dinners at 10 p.m. and may offer small plates until closing. The majority of restaurants, bars, and clubs close by 2 a.m., some as early as 1 a.m.

Taxes and Sales: Massachusetts has a state sales tax of 6.25 percent, but it does not apply to clothing priced

below \$175 in USD. May is considered midseason and thus a very good time for discounts.

Customary tips for good service:

- Restaurant and taxi service staff: 15 to 20 percent of the bill
- Bartenders: 10 to 15 percent of the bill
- Checkroom attendants: \$1 per garment

Tips: All group meals include tips.

Credit cards, debit cards, and travelers checks:

These forms of payment are widely accepted. Boston has an extensive network of ATM machines.

Smoking: Massachusetts law prohibits smoking in all buildings. Smoking is permitted outside in designated areas. Boston also has several cigar bars where cigars and cigarettes may be purchased and smoked.

Extending your Stay: If you wish to extend your stay in Massachusetts or elsewhere in the USA, please contact one of these agents:

Malmberg Travel
359 Boylston Street
Third Floor
Boston MA 02116-3720
Phone: +1 800 451 5732 or 617 267 4200
<http://www.malmbergtravel.com/>
(about 2 blocks from the Taj Hotel)

Tzell Travel (particularly helpful with flights)
+ 1 718 361 2401
Cheryl Watson
cwatson@tzell.com