



REGISTRATION FORM

MEETING # 250242

ACE Trusted Agent On-site Training
February 5-6, 2025

Nickname for Badge _____ Email Address _____

Mr./Ms./Mrs. _____ First Name _____ Last Name _____

Title _____

Airport/Company _____

Address _____

City/State-Province/Postal Code/Country _____

Primary Number _____ Cell Phone _____

Registration Fees (in U.S. funds drawn on a U.S. bank)		
1.	<input type="radio"/> Regular Registration Training course Only*	\$1025
	<i>*For those already enrolled in the ACE Trusted Agent Program</i>	
2.	<input type="radio"/> All Attendees Training course + ACE Trusted Agent Program Fee	\$1370

By selecting this checkbox, you acknowledge that in registering for and attending any AAAE event, you agree to adhere to the rules and regulations noted in [AAAE Duty of Care](#).

AAE Accredited Airport Executives [®]
 The training is 12 credits in the AAAE Continuing Airport Management Education Unit (CEU) program.

Payment Method (in U.S. funds drawn on a U.S. bank)

Enclosed is my check payable to AAAE

Purchase Order # _____

Please charge my: AMEX MasterCard Visa

Cardholder Name: _____

Account #: _____

Exp. Date: _____

Signature: _____

Photocopies of this form will be accepted. AAAE accepts registration regardless of race, religion, sexual orientation, sex, physical disability and national or ethnic origin. This includes but is not limited to admissions, employment and educational services.

If you require any special assistance to participate or have special dietary requirements, email training@aaae.org.

Cancellation Policy: Registrations, cancellations and refund requests must be submitted in writing. All cancellation requests for registrations received on or before **Wednesday, January 8, 2025**, are subject to a \$150 cancellation processing fee; approved refunds will be processed after the meeting takes place. There will be no refunds of any kind after this date. Cancellations with outstanding invoices received within two weeks of the start of the training, will require full payment on the balance due. Refunds will not be provided, and balance dues will not be forgiven for no-shows. Substitutions within the same conference will be accepted without penalties. The difference between member and non-member price will be charged if a non-member replaces a member. Substitutions will be accepted with a written request to training@aaae.org. The individual substituting for the original registrant is responsible for all financial obligations (balance due; difference in fees due to membership type) associated with that substitution. For all inquiries regarding cancellations, refunds and substitutions, please contact the AAAE Training Department at 703.824.0500, option 4 or email training@aaae.org. By submitting a completed registration form, you acknowledge that you have read and understand the cancellation policy. Please note failure to receive a confirmation letter before an event will not be grounds for a refund or credit.

NOTE: AAAE reserves the right to postpone or cancel an event if the number of registrants is insufficient; due to acts of God; or any other reason beyond AAAE's control. In this event, we will notify all registrants by email and credit the full registration fee towards another AAAE meeting, product or service. However, any costs incurred by the registrant, such as hotel cancellation or airline penalties, are the responsibility of the registrant. Confirmation letters will be emailed to attendees within two weeks of receipt of registration. However, if you have not received a confirmation email two business days prior to the meeting, and you enrolled at least two weeks prior to the training, please contact the AAAE Training Department at 703.824.0500, option 4 or email training@aaae.org. Please note failure to receive a confirmation letter before an event will not be grounds for a refund.

Return to: AAAE • The Barclay Building • 601 Madison Street • Alexandria, VA 22314 (USA)
 or Fax to +1 703.797.9018 or Email training@aaae.org