



MEETING # 250247

# REGISTRATION FORM

**Airport Board Orientation & Training Virtual Workshop**  
**March 6, 2025 | 12 P.M. – 3 P.M. | ET**

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)**

- AAAE Member. . . . . \$165
- Non-Member. . . . . \$180

**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](#).**



**Accredited Airport Executives** <sup>®</sup>  
The training is 1 credit 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](mailto:training@aaae.org).

**Cancellation Policy:** Registrations, cancellations, and refund requests must be submitted in writing. All cancellation requests for registrations received on or before **Friday, January 14, 2025**, are subject to a \$150 cancellation processing fee; approved refunds will be processed after the event 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 event, 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 event 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](mailto: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](mailto: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 event, 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 event, and you enrolled at least two weeks prior to the event, please contact the AAAE Training Department at 703.824.0500, option 4 or email [training@aaae.org](mailto: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](mailto:training@aaae.org)