

2011 / 2012 Event Registration

Use a separate form for each person, duplicate form as needed. Advance event and travel information is available on the Web site: <http://www.aacsb.edu>. For further information, call +1-813-769-6500 or email events@aacsb.edu.

- Use a separate form for each registrant; duplicate form as needed.
- Registration pricing is a per person amount based on date of receipt and a first-come, first-serve basis.
- Multiple registrant discounts will be offered to the 3rd and subsequent attendees registered for a single event. Registrants must be from the same member institution. The discounted amount will be REFUNDED within 30-45 days of the date of registration, and will be based strictly on the order in which registrations are received.
- Payment must accompany your registration form and be made in U.S. currency only, drawn on a U.S. bank.

Event Code	Date	Location	Fee
Total of Registration Fees			

Please print, type or attach business card.

First time AACSB International registrant check here Date: _____

Prefix: _____ First: _____ MI: _____ Family/Last: _____ Designation: _____

School/Organization: _____

Position Title: _____ Email: _____

Division/Department: _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____ Country: _____

Phone: _____ Fax: _____ Preferred First Name for Badge: _____

Is this an official contact information change: Yes No **How did you hear about this event?** _____

Dietary: Low Fat Vegetarian Kosher Halal Shellfish Allergies Other _____ *Requests must be made by the cutoff date.*

Physical: Please check here if you require special accommodations to participate, attach a written description of your needs. _____

Accommodations: All hotel accommodations and related special requests must be made directly with the hotel.

Register via

1. **INTERNET** with credit card information: <http://www.aacsb.edu>.
2. **FAX** completed registration form with credit card information or wire transfer documentation to +1-813-472-5531. (If you are faxing, please do not mail original form.)
3. **MAIL**/Post completed registration form with check payments to: AACSB International Events, PO Box 116201, Atlanta, GA 30368-6201.

FOR OVERNIGHT DELIVERY AND CORRESPONDENCE:
AACSB International Events, 777 South Harbour Island Blvd., Suite 750, Tampa, FL 33602-5730 USA.

(Both registration and payment must be received by the cutoff date to qualify for the discounted rate.)

Faxed registration cannot be processed without credit card or wire transfer payment information.

Registrations will not be confirmed until full payment is received

Early Registration

Payment must accompany your registration form.

U.S. Federal Identification # 43-6036286

For wire transfer, please add 15.00 USD

Please contact events@aacsb.edu for wire transfer information.

Indicate participant's name, organization, and event code on payment. Please fax receipt of transfer with registration to +1-813-472-5531

Charge my: American Express VISA
 Euro/MasterCard Total Amount: _____ USD

Card # _____

Expiration Date: _____ Billing Postal Code: _____

Name on Card: _____

Cardholder email: _____

Cardholder Signature: _____
(required for charge payments)

Enclosed is check # _____ payable to
AACSB International for _____ USD.
(Payment in U.S. currency, drawn on a U.S. bank)



Registration Policies & Procedures

Registration Space Availability

Participation is based on availability and may sell out prior to the cutoff date.

Registration Policies

Registrations received after 5 p.m./17.00 USA Eastern / 21.00 GMT on the specified early cut-off date will be processed at the on-site registration rate.

Registration must be received by 5 p.m./17.00 USA Eastern / 21.00 GMT, 30 days prior to meeting date, to include the participant's name in the event directory.

Paid registrations are processed within two weeks and confirmations are faxed or emailed. If you have any questions about your confirmation, please contact AACSB International +1-813-769-6500.

Replacements/Substitutions

Event registration replacements will be granted if written notice and a replacement registration are received (by email or fax ONLY) no later than 30 days prior to meeting date. A transfer fee of 50 USD will be applied. REPLACEMENTS WILL NOT BE GRANTED AFTER THIS DATE.

Cancellation

Event refunds less 150 USD will be granted if written cancellation notice is received (by email or fax ONLY) no later than 30 days prior to meeting date. REFUNDS WILL NOT BE GRANTED AFTER THIS DATE. Please allow 6 - 8 weeks for a refund.

Hotel Information

In most cases, rooms are being held for each conference. Preferred room rate and hotel information is available at the AACSB International web site. **The hotel must be contacted no later than the specified date to receive a group discount room rate.** Rooms are based on availability and may sell out prior to the cutoff date. After this date, reservations will be subject to room and rate availability.

In most cases, rooms are not held for each seminar. Hotel information, however, will be available at the AACSB International web site.

Each attendee is responsible for making his or her own hotel reservations. The cost of the hotel is not included in the registration fee. Any guestroom changes, cancellations, etc., are the participant's responsibility and must be made directly with the hotel to avoid financial penalty.

Please Note:

AACSB International is not liable for any related financial loss, theft, property damage, or personal injury resulting from registering for or participating in, attending any or all functions at the event, and traveling to and from the event. The total amount of any liability of AACSB International will be limited to a refund of registration fees collected, less the cancellation fees.

AACSB International reserves the right to cancel any event. In the unlikely event that AACSB International must cancel an event, all paid registrants will be given an opportunity to transfer to another AACSB event, or receive a full refund upon written request. AACSB International assumes no responsibility or liability for any other costs incurred by participants related to the registration.

No unauthorized video or audio taping of sessions will be allowed.