



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 cutoff 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.