



Registration Policies & Procedures

Registration Space Availability

Participation is based on availability and may sell out prior to the early registration deadline.

Registration Policies

Paid registrations received after midnight Eastern Time on the specified early registration deadline will be processed at the on-site registration rate. Registrations must be received by midnight Eastern Time 30 days prior to event date to include the participant's name in the event roster.

Paid registrations (that are not completed online) are processed within five business days of AACSB receiving the completed form and confirmations are emailed directly to each attendee. If you have any questions about your confirmation, please contact AACSB International at +1 813 367 5219 or email registration@aacsb.edu.

Substitutions and Transfers

Event registration substitutions (i.e., replacing one individual with another individual for the same event) will be granted if written notice and a replacement registration form is received (by email or fax ONLY to +1 813 472 5531) no later than 15 days prior to the event date. If the request is received less than 15 days prior to the event, a substitution fee of 50 USD will be applied.

A transfer of one individual from one event to another event will be granted if written notice and a replacement registration form is received (by email or fax ONLY) no later than 15 days prior to the event date. A transfer fee of 50 USD will be applied.

Cancellation

Event cancellations received at least 45 days prior to the event start date will be refunded with no penalty. If written cancellation notice is received (by email ONLY) 44–30 days prior to the event date, event refunds less the cancellation fee of 150 USD will be granted. REFUNDS WILL NOT BE GRANTED AFTER THIS DATE. Please allow 2–4 weeks for refund processing.

Hotel Information

For the instances when hotel rooms are held for an event, the preferred room rate and hotel information is available on the AACSB International event website under the Hotel and Travel Information tab. **The cost of the hotel is not included in the registration fee. 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 cut-off date.** After this date, reservations will be subject to room and rate availability at the discretion of the hotel. Each attendee is responsible for making his or her own hotel reservations. Any guestroom changes, cancellations, and so forth 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 registration and/or travel. No unauthorized pictures, video or audio taping of sessions is allowed.