

AACSB Event Registration Form

Advance event and travel information is available on the website at aacsb.edu, or email events@aacsb.edu. For questions on registering, call +1-813-367-5219 or email registration@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 organization. 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: Gluten Free Vegetarian Kosher Halal Shellfish Allergies Other _____ (Requests required two weeks prior to event)

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

- INTERNET** with credit card information (**preferred**):
<http://www.aacsb.edu/events>
See step-by-step instructions [here](#).
- FAX** is acceptable only if you **cannot** pay with a credit card. Send completed registration form with purchase order information or wire transfer documentation to +1-813-472-5531. (If you are faxing, please do not mail original form.)
- MAIL** completed registration form with check payments to:
AACSB International Events, Lockbox 1143, PO Box 95000,
Philadelphia, PA, USA 19195-1143.

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

Faxed registration cannot be processed without payment information. Also note that faxed and mailed registrations can take up to two weeks to process. AACSB International is not liable should an event sell out prior to payment being received.

Registrations will not be confirmed until full payment is received.

Payment must accompany your registration form.

U.S. Federal Identification # 43-6036286

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

Wire transfers attract a bank fee, please add 15.00 USD for each wire.

Indicate participant's name, organization, and event code on payment.

Email receipt of wire transfer with registration form to registration@aacsb.edu

Enclosed is check # _____ payable to

AACSB International for _____ USD.

(Payment in U.S. currency, drawn on a U.S. bank)

If you experience a transaction error that states **DECLINE**, please contact your credit card's issuing bank.

For any other credit card payment related error, you may contact us at:

Email registration@aacsb.edu

Phone: Americas +1 813 769 6500

Asia Pacific +65 6592 5210

Europe, Middle East, Africa +31 20 509 1070