

# AACSB Event Registration Form

Advance event and travel information is available on the website at [aacsb.edu](http://aacsb.edu), or email [events@aacsb.edu](mailto:events@aacsb.edu). For questions on registering, call +1-813-367-5219 or email [registration@aacsb.edu](mailto: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
<b>Total of Registration Fees</b>			

**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](mailto: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](mailto: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](mailto:registration@aacsb.edu)  
Phone: Americas +1 813 769 6500  
Asia Pacific +65 6592 5210  
Europe, Middle East, Africa +31 20 509 1070