

The American Association of Airport Executives (AAAE), in partnership with the South Central Chapter AAAE, is proud to present the

# LORETTA SCOTT, A.A.E., ACCREDITATION/CERTIFICATION ACADEMY

November 15-21, 2015 | Dallas, Texas | Meeting #151102

**HOTEL RESERVATIONS**— Rooms are being held at the Hyatt Place Dallas North by the Galleria, 5229 Spring Valley Road, Dallas, Texas 75254, phone 972.716.2001. All attendees will receive a special rate of \$109 single/double occupancy. The room rate includes a daily hot buffet breakfast, parking and high speed Internet. **Reservations must be made by Friday, October 23, 2015**, in order to guarantee this rate. Reservations made after this date only can be honored on a space available basis. To make your hotel reservations, call the hotel toll free at 800.833.1516 or 888.492.8847 and identify yourself as part of the AAAE group. Guaranteed reservations must be canceled by 4 p.m. on the day of arrival to avoid penalty of one night's room and tax.

**AIRLINE RESERVATIONS**— **United Airlines** and **Delta Air Lines** have been selected as the official air carriers for this meeting. When booking United, refer to the offer code **ZT8A714817**. When booking Delta, refer to meeting code **NMK5G**. For more details on the discounts for these carriers, visit the meeting's website.

**GROUND TRANSPORTATION**— The Hyatt Place Dallas North by the Galleria is nine miles from Dallas Love Field Airport (DAL). A taxi will cost approximately \$40 and take about 15-20 minutes one-way. The hotel is 19 miles from Dallas/Fort Worth International Airport (DFW). A taxi will cost approximately \$50 and take about 25-35 minutes one-way. Avis Budget Group, Inc. (representing Avis and Budget Rental Car Companies) is the official rental car company for this meeting. To make reservations or for further information, call Avis at 800.331.1600 or visit the dedicated AAAE reservations website at [www.avis.com/aaae](http://www.avis.com/aaae); Call Budget at 800.218.7992 or visit the dedicated AAAE reservations website at [www.budget.com/aaae](http://www.budget.com/aaae).

**DEADLINE FOR REGISTRATION—October 16, 2015.** THIS CLASS IS LIMITED TO THE FIRST 40 REGISTRATIONS! A WAIT LIST WILL BE CREATED FOR ALL SUBSEQUENT REGISTRATIONS RECEIVED BY October 16, 2015. **Tuition must be paid in full by October 16, 2015.**

**NOTE:** AAAE reserves the right to cancel this program if the number of registrants is insufficient. In this event, we will notify all registrants and refund the registration fee in full. However, any costs incurred by the registrant, such as hotel cancellation or airline penalties, are the responsibility of the registrant. Confirmation letters will be emailed to attendees within two weeks of receipt of registration. If you have not received a confirmation letter via email two business days prior to the meeting, and you enrolled at least two weeks prior to the meeting, please contact the AAAE Meetings Department at 703.824.0504. Non-receipt of the confirmation letter before the meeting is not justification for seeking a refund.

Check here if new contact information has been provided.

Nickname for Badge \_\_\_\_\_ Email Address \_\_\_\_\_

Mr./Ms. (circle one) First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Airport/Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Telephone Number (Fax or Cell, circle one) \_\_\_\_\_

  If you require any special assistance to participate or have special dietary requirements, email [aaaemeetings@aaae.org](mailto:aaaemeetings@aaae.org).

**REGISTRATION FEE** (in U.S. funds drawn on a U.S. bank)  
*Includes daily lectures, handouts, welcome reception, six continental breakfasts, five lunches and refreshment breaks.  
Bring the current modules to study.*

On or before 10/02/15  \$1,800      After 10/02/15  \$1,900

**All Attendees**  
*Deadline for Registration: October 16, 2015*



AAAE.ORG/MEETINGS

Registrations and cancellations must be submitted in writing. Cancellation requests received before October 16, 2015, are subject to a \$125 processing fee and will be processed after the meeting takes place. There will be no refunds after this date. Substitutions will be accepted without penalties and no-shows will be billed. For all inquiries regarding cancellations and refunds, please contact the AAAE Meetings Department at 703.824.0504 or email [aaaemeetings@aaae.org](mailto:aaaemeetings@aaae.org).

## PAYMENT METHOD

Enclosed is my check payable to AAAE       Purchase Order # \_\_\_\_\_

Upon receipt of this form, please charge my (circle one):       American Express       MasterCard       Visa

Cardholder Name Number \_\_\_\_\_

Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**RETURN TO: AAAE | The Barclay Building | 601 Madison Street | Alexandria, VA 22314 | Fax: 703.797.9018**

*Photocopies of this form will be accepted. AAAE accepts registration regardless of race, religion, sex, sexual orientation, physical disability, and national or ethnic origin. This includes but is not limited to admissions, employment and educational services.*