



AAAE's
PRESENTATION ADVANTAGE TRAINING SEMINAR

SEPTEMBER 11-12, 2014 ✈️ ALEXANDRIA, VA



The American Association of Airport Executives (AAAE) is pleased to present the **Presentation Advantage Training Seminar** to be held **September 11-12, 2014**, in **Alexandria, Virginia**.

This seminar will empower all team members, especially key employees, with strong presentation skills that will help prevent communication breakdowns, disorganization and lost revenue. Your organization could experience the positive business impact of presentations that are clear, convincing and motivating. With FranklinCovey's Presentation Advantage seminar, you will close the presentation competency gap across your organization. Executives, managers and staff alike will strengthen presentation performance, empowering them to motivate teams, close deals and improve results.

TOP REASONS TO ATTEND THIS SEMINAR

The FranklinCovey Presentation Advantage Seminar is taught as a two-day, facilitator-led program where participants will learn how to:

- Identify the presentation objectives, audience needs and expectations
- Use the Presentation Planner Tool
- Utilize powerful communication and persuasion strategies, even in the face of fear
- Practice to perfection, prepare effective presentation notes and handle questions

All sessions will take place in the AA AE Conference Center, 601 Madison Street, Alexandria, VA. The workshop will begin at 8 a.m. on Thursday, September 11, and will end at 4 p.m. on Friday, September 12. Registration fees include two continental breakfasts, two lunches, four refreshment breaks and all course materials. Dress is business casual. Confirmation letters will be emailed to attendees.

Agenda

(Subject to Change)

Thursday, September 11

- Welcome Remarks and Introductions
- Our End in Mind
- Design your Presentation and Training
- Plan Presentation and Training
- Develop your Presentation and Training
- Deliver your Presentation and Training
- Training Design and Delivery Methods
- Practice and Polish your Presentation

Friday, September 12

- Conduct your Presentation(s)
- Manage Presentation Stress
- Prepare Impromptu Presentations
- Conduct Impromptu Presentations
- Manage your Presentation and Training
- Program/Identify Quality Presentation Standards
- Training Program Development and Design
- Prepare Final Presentation
- Final Presentations
- Final Discussion and Evaluations

Contact Information

For program information, contact **Starla Bryant, AA AE**, (703) 824-0500, Ext. 173, or email starla.bryant@aaae.org.

For registration and hotel information, contact **Linda Minor, AA AE**, (703) 824-0500, Ext. 174, or email linda.minor@aaae.org.

Register Online at www.aaameetings.org



AAAE Presentation Advantage Workshop

September 11-12, 2014 • Alexandria, VA • Mtg. #140909

Register Online at:
www.aaameetings.org

Hotel reservations—Rooms are being held at the Sheraton Suites Old Town Alexandria, 801 N. Saint Asaph Street, Alexandria, VA 22314, phone (703) 836-4700. All attendees will receive a special rate of \$159 single/double. Reservations must be made by August 15, 2014, in order to guarantee this rate. Reservations made after this date only can be honored on a space and rate available basis.


To make your reservation, go to [AAAE Presentation Advantage Seminar](#) or call the hotel directly at (703) 836-4700 or toll free at (800) 325-3535 and identify yourself as part of the AAAE group. Guaranteed reservations must be canceled at least 72 hours prior to arrival date to avoid penalty of one night's room and tax.

Airlines: [American Airlines](#) and [United Airlines](#) have been selected as the official air carriers for this meeting. When booking American, refer to promotion code **8894AZ**. When booking United, refer to the offer code **ZRCX185030**. For more details on the discounts for these carriers, visit the meeting's website <http://events.aaae.org/sites/140909/transportation.cfm>.

Ground transportation—Sheraton Suites Old Town Alexandria provides complimentary shuttle service between Ronald Reagan Washington National Airport (DCA) and the hotel. Shuttles pick up in front of doors 5 and 9 at baggage claim and run every hour from 6:00 a.m. until 11:00 p.m. A taxi from DCA to the hotel will cost about \$15-\$18 one way. Avis Budget Group, Inc. (representing Avis and Budget Rental Car Companies) is the official rental car company for this meeting. For more details on the discounts for these carriers, visit the meeting's website

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. If you are a AAAE Academic Member or U.S. federal government employee, email aaameetings@aaae.org for potentially discounted registration fees.

Registrations and cancellations must be submitted in writing. Cancellation requests received before August 29, 2014, 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, refunds and complaints, please contact the AAAE Meetings Department at (703) 824-0504 or email aaameetings@aaae.org.

 If you require any special assistance to participate or have special dietary requirements, email aaameetings@aaae.org.

Check here if updated 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) _____

Registration Fees (in U.S. funds drawn on a U.S. bank)

Registration fees include two continental breakfasts, two lunches, four refreshment breaks and all course materials.

	On/before 8/1	After 8/1
1. <input type="checkbox"/> AAAE Member.....	\$600	\$650
2. <input type="checkbox"/> Non-Member.....	\$650	\$700
3. <input type="checkbox"/> Table-top Display AAAE Member.....	\$800	\$850
4. <input type="checkbox"/> Table-top Display Non-member.....	\$900	\$950

Payment Method

- Enclosed is my check payable to **AAAE**
- Purchase Order #**
- Upon receipt of this form, please charge my
(circle one): AMEX MasterCard Visa

Cardholder Name: _____


Account #: _____

Exp. Date: _____

Signature: _____

Return to: AAAE • 601 Madison St., The Barclay Building • Alexandria, VA 22314 (USA) or Fax to (703) 797-9018.

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

 **Accredited Airport Executives[®]**
This course is worth 12 credits in the AAAE Continuing Airport Management Education Unit (CEU) program.