

REGISTRATION FORM

IAAP Summit 2018 | July 28-31

Complete one form per registrant. Registration will not be processed without full payment in U.S. dollars.

IAAP Member/ID Number _____ Nonmember

Last Name, First Name, M.I. _____ Job Title _____

Preferred Address/PO Box _____ City _____ State/Prov _____ ZIP/PC _____

Company Name _____ Country if not U.S. _____

Preferred Email _____ Preferred Phone _____

I do not want my contact info shared with sponsors/exhibitors.

Gender *optional* _____ Birth Date (mm/dd/yy) *optional* _____

I am a First Time Attendee

I prefer vegetarian meals. I prefer vegan meals. I prefer gluten-free meals. I am allergic to seafood.

I have the following medically required dietary restrictions: _____

Note: If dietary restrictions are not stated here, we cannot guarantee changes on-site.

I have special needs and may require accommodations to fully participate (please contact IAAP at Summit@iaap-hq.org).

Audio Mobile Visual Other _____

Corporate Discount

A company may purchase four Premium Package Registrations and receive one Premium Package Registration half-off; or purchase 9 Premium Package Registrations and receive one Premium Package Registration complimentary! To qualify, registrants must be employed by the same company, registration forms must all be received at one time, registrations must be accompanied by **IAAP's Event Corporate Discount Form** and one payment must be made for all registrations (an example of one payment is a check with total payment for all four premium registrants). No other groups qualify as a company.

A. Registration Options

	Member	Nonmember*	Member	Nonmember*
	Premium package		Standard package	
Early bird <i>Ends 1/31/18</i>	\$925	\$1,225	\$725	\$1,025
Regular <i>Ends 5/25/18</i>	\$1,025	\$1,325	\$825	\$1,125
Final <i>Ends 7/28/18</i>	\$1,125	\$1,425	\$925	\$1,225

***Pay \$150 today and receive the member rate plus a year-long membership in IAAP. That's a \$150 savings over the nonmember rate!**

Yes, I want to receive the member rate for IAAP Summit 2018 and save \$150 off the nonmember rate.

	Premium Registration	Standard Registration
Connections & Cocktails: Opening Celebration	✓	✓
First-Time Attendee Orientation	✓	✓
Education Tracks & Sessions	✓	✓
Opportunity to earn up to 22 recertification points	✓	
Opportunity to earn up to 16 recertification points		✓
Pre-Conference Workshops*	✓	
Networking Luncheon	✓	
General Sessions	✓	✓
Closing Celebration: Dinner & Party	✓	
Marketplace	✓	✓
The Foundation of IAAP Celebration	✓	
Eligible for Corporate Discount	✓	

*Premium Package - Pre-Conference Workshops

Premium Package attendees can participate in a combination of education on Saturday, July 28 that will provide up to 6 IAAP CAP recertification points.

REGISTRANT NAME _____

ID NUMBER _____

B. Premium Registration Attendance Selections

Saturday Sessions

- I will attend the Project Leadership Basics for Administrative Professionals All-Day Course *(limited to first 150 participants)*
- I will attend the a.m. Embodied Leadership—The Presence of a Powerful Leader and the p.m. From the Many, One—Principles of Effective Organizational and Team Leadership
- I will attend the a.m. Embodied Leadership—The Presence of a Powerful Leader and the p.m. Technology Workshop *(title TBD)*
- I will attend the a.m. Simplify Your Life Using Office Themes and the p.m. From the Many, One—Principles of Effective Organizational and Team Leadership

- I will attend the a.m. Simplify Your Life Using Office Themes and the p.m. Technology Workshop *(title TBD)*
- I will not attend.

Meals

- I will attend the Networking Lunch.
- I will attend The Foundation of IAAP Celebration.
- I will attend the Closing Celebration Dinner.

C. Additional a La Carte Items

- The Foundation of IAAP Celebration Ticket \$40 x quantity _____
(One ticket is included for Premium Registrants.)
- Closing Celebration Ticket \$125
(One ticket is included for Premium Registrants but may be purchased separately by Standard Registrants. Premium Registrants may purchase additional tickets for guests.)
- Networking Lunch \$70
(One ticket is included for Premium Registrants but may be purchased separately by Standard Registrants.)
- Additional Charitable Contribution to The Foundation of IAAP \$10 \$15 \$20 \$25 Other _____

Total _____

Conference Subtotals

Registration option from section A \$ _____

Additional a La Carte Options from section C \$ _____

Grand Total \$ _____

Payment Information

\$ _____
Total Enclosed in U.S. dollars *(should match Grand Total from left)*

Check or Money Order # _____

Credit Card: Visa MasterCard
 Discover American Express

Card # _____

Expiration Date _____ CSC _____

Name as it appears on card _____

Authorization Signature (required for processing) _____

Cancellations must be received in writing 45 days prior to the opening date of the conference to be eligible for a refund (subject to a \$100 administrative fee). Cancellations after this date are nonrefundable. Transfer to another IAAP conference is available if the transfer request is received at least 30 days prior to the opening date of the conference (subject to a \$100 administrative fee). Transfers after that date are not possible. Transferred registrations are not eligible for a refund or additional transfers. IAAP reserves the right to process refunds after the conference concludes. Please see [the IAAP Event Policy](#) for details.

Closing Celebration: Dinner & Party Table Reservations

You have the opportunity to purchase and reserve a table for the Closing Celebration: Dinner & Party. The money from the reserved tables will benefit The Foundation of IAAP. To reserve your table, click [this link](#) and fill out the form.

LEGAL

I agree and acknowledge that I am undertaking participation in IAAP events and activities as my own free and intentional act and I am fully aware that possible physical injury might occur to me as a result of my participation in these events.

I give this acknowledgement freely and knowingly and that I am, as a result, able to participate in IAAP events and I do hereby assume responsibility for my own well-being. I also agree not to allow any other individual to participate in my place. This acknowledgement includes my guest(s) participation (if applicable) in any evening events.

IAAP plans to take photographs at IAAP Summit 2018 and reproduce them in IAAP communications and promotional material, whether in print, electronic or other media, including the IAAP website. By participating in IAAP Summit 2018, you grant IAAP the right to use image, photograph, and biography for such purposes. All postings become the property of IAAP. Postings may be displayed, distributed, or used by IAAP for any purpose.

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