

# REGISTRATION FORM

# IAAP Summit 2019 | July 18-21

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

\_\_\_\_\_  
Gender *optional*

\_\_\_\_\_  
Birth Date (mm/dd/yy) *optional*

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

I do **NOT** want my contact info shared with other attendees.

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](mailto:Summit@iaap-hq.org)).

Audio

Mobile

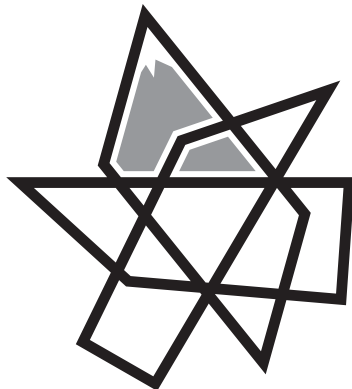
Visual

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



# iaapSUMMIT

	Member	Nonmember*
	Premium package	
<b>Early bird</b> <i>Ends 1/31/19</i>	\$925	\$1,225
<b>Regular</b> <i>Ends 5/24/19</i>	\$1,025	\$1,325
<b>Final</b> <i>Ends 7/18/19</i>	\$1,125	\$1,425

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

## *What's Included*

The Premium registration option includes everything Summit 2019 has to offer; from any education session, to the Networking Lunch/Town Hall, to the Closing Celebration Dinner & Party. You never have to miss a second!

## *Premium Plus*

The Premium Plus Ticket add-on includes everything in Premium, as well as a hot breakfast and lunch Thursday through Sunday. Premium Plus is perfect for those who want the ease of a flat meal cost and the convenience of staying within the hotel. Premium Plus tickets are \$325 and limited, so purchase yours today!

**Yes, I want to receive the member rate for IAAP Summit 2019 and save \$150 off the nonmember rate.**

REGISTRANT NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_

**B. Deep Dive Sessions (optional)**

**Deep Dive Courses (optional)**

- I will attend the 6 Dimensions of Leadership Communication Deep Dive (limited attendance)
- I will attend the Becoming a Virtual Assistant Deep Dive (limited attendance)
- I will attend the Excel: Finding This, There Deep Dive All Day Course (limited attendance)
- I will attend the Mind Mapping Deep Dive (limited attendance)
- I will not attend Deep Dive Sessions

**Meals**

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

**C. Additional a La Carte Items**

- Closing Celebration Ticket (Additional tickets may be purchased for guests.)  \$125
- Premium Plus Meal Ticket (Premium Plus Meal Ticket cost will vary year to year based on hotel F&B costs.)  \$325
- Additional Charitable Contribution to IAAP Foundation  \$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**



Ensure you and your friends have a reserved table for 10 at the Closing Celebration: Dinner & Party. Proceeds from the tables will benefit the IAAP Foundation. To reserve your table, click **this link** and complete the form.

Your donation impacts the future of the administrative profession through innovative research, educational and professional development opportunities, and affordable housing initiatives. [www.iaap-foundation.org](http://www.iaap-foundation.org)

**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 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, 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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**Ph: 816.891.6600; Email: [Summit@iaap-hq.org](mailto:Summit@iaap-hq.org)**