

**4 EASY WAYS TO REGISTER:**

1. [annual.asaecenter.org](http://annual.asaecenter.org)
2. Fax: 202.371.8315
3. Phone: 888. 950.ASAE (2723) or 202.371.0940
4. Mail: ASAE, c/o SunTrust, P.O. Box 79263, Baltimore, MD 21279-0263

Please type or print legibly using one form per person. Please note, if registering by mail please allow two weeks for processing. Forms received without payment will not be processed.

# REGISTRATION FORM

FOR ASSOCIATION  
EXECUTIVES & CONSULTANTS

## A. REGISTRATION INFORMATION

First Name	First Name/Nickname for Badge	Twitter Handle
Last Name	Suffix (Jr., III)	Credentials (CAE, CMP, etc.)
Title		
Organization (no acronyms, please)		
Street Address	Street Address 2	
City	State/Province	Zip/Postal Code
Country	Work Phone Number	
Email	Onsite Cell Phone Number*	
Emergency Contact Name*	Emergency Contact Phone Number*	

\*ASAE does not sell conference attendee cell phone numbers. This information is requested for use only by ASAE for conference updates and in case of onsite emergencies.

Please note any special dietary or mobility requirements below

## B. DEMOGRAPHIC INFORMATION

Please help us collect accurate demographics by answering the following questions. This information is **required** to process your registration.

**Would you like to participate in the ExperienceGuru program to provide real-time feedback about your experience at this conference? Quick surveys will be sent to you during the conference via text message. Your onsite cell phone number will be used, message and data rates may apply.**

Yes  No

**Would you like to appear on the online Attendee Roster?**

(No contact information provided. Name, Company Name, and State only.)

Yes  No

**For this event, how would you like to hear from our sponsors and/or exhibitors?**

Email  Mail  Please remove me from sponsor and/or exhibitor contact lists for this event.

**How many years have you attended the ASAE Annual Meeting & Expo?**

First Time  1 – 5  6 – 10  
 11 – 15  16 – 20  21 – 25  
 26+ years

**What is your role in the purchasing of products and services for your employer?**

Final decision maker  Significant influence  Recommend  
 Research/specify  N/A

**What is the staff size of your organization?**

1 – 2  3 – 6  7 – 9  10 – 19  
 20 – 29  30 – 39  40 – 49  50 – 74  
 75 – 99  100 – 199  200 – 299  300 – 399  
 400+

**When was the last time your organization held a meeting in Chicago?**

1 – 4 years ago  5 – 10 years ago  11 -15 years ago  
 Over 15 years ago  Never or can't remember

**Are you involved in the planning of meetings, events, or exhibitions?**

Yes  No

**How many meetings does your organization book per year?**

Annual meeting only  10 or less meetings, plus annual meeting  
 11 – 20 meetings, plus annual meeting  21 or more meetings, plus annual meeting

**Preferred U.S. locations for meetings. Check all that apply.**

Mid-Atlantic  Midwest  Northeast  Northwest  
 South Central  Southeast  West/Southwest

**Does your organization hold international meetings?**

Yes  No

**What destinations would you consider? Check all that apply.**

Africa  Asia  Australia/Oceania  Canada  
 Caribbean  Central America  Europe  Mexico  
 Middle East  Puerto Rico  South America

**What is the attendance of your largest meeting?**

1 – 1,000  1,001 – 5,000  5,001 – 10,000  
 10,001 – 20,000  20,001+

**What is the average number of hotel rooms used at your largest meeting on peak night?**

1 – 100  101 – 300  301 – 500  
 501 – 700  701 – 1,000  1,000+

**Do you require exhibit facilities at your largest meeting?**

Yes  No

**If yes, what is the gross square footage required?**

10,000 or less  10,001 – 50,000  50,001 – 100,000  
 100,001 – 300,000  300,001 – 500,000  500,001+

**When is your next open meeting? Please select a year.**

2019  2020  2021  2022 or beyond

**REGISTRATION FORM** FOR ASSOCIATION EXECUTIVES & CONSULTANTS

**C. REGISTRATION & ACTIVITY FEES**

ASAE will assign the lowest possible rate based on your current membership status and category. This program is eligible for Access Pass\* point usage and will utilize a total of 24 points for the first registrant, and all additional registrants from same organization will utilize 22 points.

PRIMARY REGISTRATION FEES	EARLY BIRD BY JULY 18 Member/Nonmember*	JULY 19 – ONSITE Member/Nonmember*
<input type="checkbox"/> *1 <sup>st</sup> Registrant – Association Executive/Consultant	\$1,099/\$1,499	\$1,199/\$1,599
<input type="checkbox"/> *Additional Registrant(s) – Association Executive/Consultant	\$999/\$1,449	\$1,099/\$1,549
<input type="checkbox"/> Small Staff Visit <a href="http://asaecenter.org/smallstaff">asaecenter.org/smallstaff</a> for more details	\$899/\$1,049	
<input type="checkbox"/> One Day Please select the day you would like to attend:	\$699/\$899 <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday	\$849/\$1,049
<input type="checkbox"/> Expo Hall Only (Industry Partners/Exhibitors not eligible)	\$79	\$99

\*For information about membership or Access Pass, please contact the Member Relations Team at [mbrdev@asaecenter.org](mailto:mbrdev@asaecenter.org) or call 202.626.2727.

**PRECONFERENCE WORKSHOP OFFERINGS**

The Preconference Workshops below are only available to eligible attendees who purchase a full-conference registration. All Preconference Workshops will take place on Saturday, August 18, 1:00 – 4:00 p.m., unless otherwise noted below. Each program is also eligible for 4 Access Pass points.

<input type="checkbox"/> Aspiring to CEO Pathway Masterclass: Resolve Conflict in Teams	\$199
<input type="checkbox"/> DX Design Frameworks for Board Experiences (CEO-Only)	\$199
<input type="checkbox"/> Build a High-Performance Operations Infrastructure	\$199
<input type="checkbox"/> Healthcare Pathway Masterclass: Blockchain and Healthcare	\$199
<input type="checkbox"/> Presentations that Pop and Deliver Outcomes	\$199
<input type="checkbox"/> Young Professional Masterclass: Finance for the Non-Financial Manager (>35 YPs eligible)	\$199
<input type="checkbox"/> The Bystander Approach to Gender Equality (2:00 – 4:00 p.m.) (Director-level and higher)	\$199

**SPOUSE/GUEST PACKAGES:** Spouse/Guest qualification applies only to those individuals who are not in the industry.

Guest Bundle Package - \$399  
Includes access to the opening and closing evening events, keynote sessions, and the exhibit hall.

Guest Registration Information:

Full Name \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
E-mail \_\_\_\_\_

**NON-INDUSTRY GUEST A-LA-CARTE TICKETS:**

- Saturday Opening Celebration (adult) - \$99     Saturday Opening Celebration (under 21) - \$29  
 Tuesday Closing Celebration (adult) - \$99     Tuesday Closing Celebration (under 21) - \$29  
 Guest Ticket Monday Awards Breakfast - \$40

**Cancellation/Refunds:** All registration cancellations and refund requests must be made in writing by July 18, 2018. A refund of the full conference fee, minus a \$75 administrative fee, will be given for cancellations received by that date. Attendees using Access Pass will have their points returned to their organization's account up until July 11. No refunds will be granted for request postmarked after July 18. After July 18, no Access Pass points will be refunded, and they may not be transferred to another program. Submit all requests to ASAE Registration via email at [registration@asaecenter.org](mailto:registration@asaecenter.org). ASAE regrets that refunds will not be given for no-shows. Substitutions are gladly accepted! Substitutions of registrations are permitted prior to the conference and onsite. Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that substitution. **Badge sharing, splitting, and reprints are strictly prohibited.**

**Special Offers/Discount Codes/ASAE Access Pass:** Use of discount codes is only valid at the time of the initial purchase/registration. Refunds will not be authorized for existing registrations where the special offer was received after the initial purchase. Discount codes cannot be applied to already reduced/discounted registrations. Access Pass cannot be used in conjunction with an Organizational Member discount. Limit one (1) special offer/discount code per registration.

**ADDITIONAL EVENTS FOR PURCHASE\***

Visit [annual.asaecenter.org](http://annual.asaecenter.org) for more information.

All below events are fundraiser events, therefore we are unable to refund tickets purchased. Substitutions gladly accepted.

**ASAE FOUNDATION EVENT: *Benefitting the ASAE Foundation.***

Visit [annual.asaecenter.org/foundation/index.cfm](http://annual.asaecenter.org/foundation/index.cfm) to register for golf or spa.

**ASAE Foundation's *The Classic* - Monday, August 20**

- 6:00 – 9:30 p.m.    VIP Ticket QTY\_\_x \$250 = \_\_\_\_\_  
 7:00 – 9:30 p.m.    General Admission Ticket QTY\_\_x \$150 = \_\_\_\_\_

I would like to make a tax deductible charitable donation to the ASAE Foundation.

Personal \$ \_\_\_\_\_    Corporate \$ \_\_\_\_\_

**COMMUNITY CONNECTION ACTIVITIES: *Benefitting The Greater Chicago Food Depository and Little Brothers – Friends of the Elderly***

**Sunday, August 19 - 5K Fun Run/Walk**

6:15 – 7:15 a.m. QTY\_\_x \$45 = \_\_\_\_\_

**Tuesday, August 21 – Little Brothers – Friends of the Elderly**

2:45 – 5:00 p.m.    QTY\_\_x \$45 = \_\_\_\_\_

I would like to make a charitable donation to: (Select all that apply)

- Greater Chicago Food Depository     Little Brothers – Friends of the Elderly

Personal \$ \_\_\_\_\_    Corporate \$ \_\_\_\_\_

**CHICAGO EXPERIENCES: *Benefitting The Greater Chicago Food Depository and Little Brothers – Friends of the Elderly***

**SATURDAY, AUGUST 18, 1:00 – 4:30 p.m.**

Culinary Capital of America    Hops & Barley    Chicago's Historic South Side  
 QTY\_\_x \$45 = \_\_\_\_\_     QTY\_\_x \$45 = \_\_\_\_\_     QTY\_\_x \$45 = \_\_\_\_\_

**SATURDAY, AUGUST 18, 1:30 – 5:45 p.m.**

Broadway in Chicago's Hamilton Experience  
 QTY\_\_x \$240 -- front row mezzanine seats = \_\_\_\_\_  
 QTY\_\_x \$200 -- back row mezzanine seats = \_\_\_\_\_

**TUESDAY, AUGUST 21, 2:45 – 5:00 p.m.**

Culinary Capital of America    Hops & Barley    Chicago's First Lady Cruises  
 QTY\_\_x \$45 = \_\_\_\_\_     QTY\_\_x \$45 = \_\_\_\_\_     QTY\_\_x \$45 = \_\_\_\_\_

**Wrigley Field Experience**


QTY\_\_x \$45 = \_\_\_\_\_

**PAYMENT INFORMATION**

Registrations will not be processed without payment. Credit Card payments must be made online.

Check\* (make payable to ASAE)

Promo/Discount Code : \_\_\_\_\_

 **ACCESS PASS** Code: \_\_\_\_\_

**Total Value of Registration/Amount Enclosed**

\*If you are paying by check, mail this form and all payments to: ASAE c/o Suntrust Bank, P.O. Box 79263, Baltimore, MD 21279-0263. If you are paying by credit card, please register online at [annual.asaecenter.org](http://annual.asaecenter.org).

**Eligibility:** The 2018 Annual Meeting & Exposition is open to association and association management professionals, consultants, federal government employees, higher education professionals, corporate meeting planners, and attorneys. Meeting registration is only open to those business partner members who exhibit. Exceptions are made only for ASAE Board of Directors, speakers, and council/committee members, whose council/committee is meeting in person during the 2018 ASAE Annual Meeting & Exposition in Chicago. This ensures a high buyer/supplier ratio. **No one under the age of 18 may enter the exhibit hall at any time. ASAE reserves the right to refuse ineligible registrations.**

**Ineligible Registrations:** All registrations are reviewed to ensure they meet ASAE eligibility policies. ASAE reserves the right to refuse or cancel all ineligible registrations at any time and shall not be held accountable for any outside fees associated with this cancellation. Please refer to the specific Eligibility Policy above.