

## REGISTRATION FORM

Please fill and return form via email [meetings@acec.org](mailto:meetings@acec.org) or secure fax 202-682-4353

Name \_\_\_\_\_ First Name for Badge \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Check here to opt out of sponsor emails

### STEP 1: DETERMINE YOUR REGISTRATION TYPE

Conference Fee	Early Bird	After 9/15	Amount
Full Registrant – ACEC Member	\$1,195	\$1,295	\$_____
Additional Member, same firm	\$1,095	\$1,195	\$_____
First Time Attendee - ACEC Member	\$995	\$1,095	\$_____
Young Professional (Age 35 and Under)	\$599	\$599	\$_____
Full Registrant - Non-member	\$1,495	\$1,595	\$_____
Legal Counsel Forum Only*	\$475	\$575	\$_____

\* Name of ACEC Firm You Represent: \_\_\_\_\_

*\*Legal Counsel Forum registration is open to legal counsel who are members of the Forum only. Professional liability insurance representatives may attend on Tuesday, October 18, if invited by Forum Chair.*

*\* Attendance at Forums is complimentary with purchase of full conference registration. Meals are included on day of forum. Individual may purchase additional tickets on day of forum. To purchase tickets on separate day, individuals must register as a daily registrant.*

Daily Fee	Member/Non-Member Early Bird	Member/Non-Member After 9/15	Amount
Sunday	\$465/\$665	\$565/\$765	\$_____
Monday	\$465/\$665	\$565/\$765	\$_____
Tuesday	\$465/\$665	\$565/\$765	\$_____
Wednesday	\$265/\$465	\$365/\$565	\$_____

\* Daily registration fees include tickets to meal functions on day of registration.

Guest Registration	Fee	Amount
Guest	\$195	\$_____

Guest Name \_\_\_\_\_ First Name for Badge \_\_\_\_\_

Guest Email \_\_\_\_\_

*\*A separate email for guests is needed in order to receive a guest registration receipt. Guest registration includes Wednesday Welcome Reception, Monday Reception, Tuesday Reception and access to the Guest Hospitality Lounge on Monday and Tuesday mornings. If guests wish to attend concurrent sessions, they must register as an attendee. Any optional activity tickets must be purchased separately.*

**STEP 2: CUSTOMIZE YOUR EXPERIENCE**

Additional Tickets	Cost	Qty.	Amount
<b>Sunday, October 16</b>			
Welcome Reception	\$95	_____	\$ _____
<b>Monday, October 17</b>			
Keynote Luncheon	\$85	_____	\$ _____
Monday Reception	\$75	_____	\$ _____
Local Color Night	\$185	_____	\$ _____
<b>Tuesday, October 18</b>			
Awards Luncheon	\$85	_____	\$ _____
Tuesday Reception	\$65	_____	\$ _____

\*All **reception** and **luncheon** tickets above are **included in full conference registration**. Local Color Night and any tours require separate ticket purchase. Individuals must be registered for full registration or daily registration for the day of the session in order to purchase additional tickets.

**TOTAL PAYMENT ENCLOSED** \$ \_\_\_\_\_

**PAYMENT INFORMATION** –Registration must be accompanied with payment. Confirmation information will be emailed to each registrant.

Check       American Express       Visa       MasterCard

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**If you require special assistance to fully attend, such as a wheelchair accessible room, please attach a written description of your needs.**

Approximately 71 percent of the registration fee for this meeting is allocable to meals and/or entertainment. In accordance with IRS requirements, 50 percent of such allocations may be tax-deductible as a business expense. The remainder of the registration fee (29 percent) also may be deductible as a business expense. Spouse/guest fees for the conference are non-deductible. This information is provided for informational purposes only and is not intended as tax advice. ACEC expressly disclaims any and all liability in connection with reliance upon this information. Please consult a tax professional for advice on the deductibility of your expenses. Registration will be refunded, less \$150 administrative fee, if cancellation notice is received on or before September 15, 2022. After this date, refunds cannot be granted due to contractual obligations and guarantees; however, substitutions are welcome. All requests must be received in writing.