

# FALL 2024 CONFERENCE & TRAINING REGISTRATION FORM

October 28-30, 2024

Revere Hotel – Boston Commons in Boston, MA

Complete one registration form per attendee.

Mail Payments to: AARO PO Box 99483 in Raleigh, NC 27624

ATTENDEE INFORMATION		
Full Name		Preferred Name for Badge
State Agency Name / Organization Name		Job Title
Email Address		Phone Number (Direct Line or Cell)
1 <sup>st</sup> Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attendance Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attending Monday Training? <input type="checkbox"/> Yes* <input type="checkbox"/> No *Extra fees apply
Please list any food allergies or special accommodations needed during the conference.		
REGISTRATION FEES		
<u>Submitted 9/15/24 or Before</u> <input type="checkbox"/> Pre-Conference Training \$250 <input type="checkbox"/> Complimentary (Preapproved) <input type="checkbox"/> Member \$650 <input type="checkbox"/> Non-Member \$850	<u>Submitted 9/16/24 or Later</u> <input type="checkbox"/> Pre-Conference Training \$250 <input type="checkbox"/> Complimentary (Preapproved) <input type="checkbox"/> Member \$750 <input type="checkbox"/> Non-Member \$950	<u>Miscellaneous &amp; Daily Rates</u> <input type="checkbox"/> Pre-Conference Training Only \$250 <input type="checkbox"/> Complimentary (Preapproved) <input type="checkbox"/> Guest Lunch \$50 <input type="checkbox"/> Monday \$425 <input type="checkbox"/> Tuesday or <input type="checkbox"/> Wednesday \$525
PAYMENT METHOD & DETAILS		
<input type="checkbox"/> Check Enclosed <input type="checkbox"/> Check Being Mailed <input type="checkbox"/> EFT <input type="checkbox"/> On-Site <input type="checkbox"/> *Credit Card (CC) <input type="checkbox"/> Invoice Me (via Square) <input type="checkbox"/> Complimentary Registration – No Payment Required (Prior Approval Needed)		
* Name on Card:	*Card Billing Zip Code	*Total Amount Authorized
* Card Number	*Expiration Date	*CVV

**Cancellation Policy:** When requested in writing, a refund of the registration fee will be made up to Friday, October 4, 2024. Refunds requested after this date will only be approved in strict accordance with the AARO Cancellation/Refund policy.

**Room Reservations:** Reservations may be made by calling Revere Hotel-Boston Common at 617-482-1800 and referencing the AARO block or online [here](#). Hotel rate is \$249 per night, plus a minimum of 14.95% in taxes and fees with a potential additional tourism tax. **(Blocked rooms are available until 10/4/2024 or until they sell out, whichever comes first).**

**Hotel Information:** Check-in time is 4:00 PM. Check-out is at 11:00 AM. Parking is \$42.00 overnight at additional charges. The hotel offers a fitness center, restaurant, and a rooftop bar and lounge.