

SPRING 2024 CONFERENCE & TRAINING REGISTRATION FORM

May 3-5, 2024

Embassy Suites by Hilton (Nashville Downtown) Nashville, TN

Complete one registration form per attendee.

ADDRESS UPDATED: DO NOT SEND PAYMENTS TO IOWA

ATTENDEE INFORMATION		
Full Name	Preferred Name for Badge	
State Agency Name / Organization Name	Job Title	
Email Address	Direct Line Phone # or Cell Phone Number	
1 st Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attendance Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attending Friday 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 4/5/24 or Before</u>	<u>Submitted 4/6/24 or Later</u>	<u>Miscellaneous & Daily Rates</u>
<input type="checkbox"/> Pre-Conference Training \$250	<input type="checkbox"/> Pre-Conference Training \$250	<input type="checkbox"/> Pre-Conference Training Only \$250
<input type="checkbox"/> Complimentary (Preapproved)	<input type="checkbox"/> Complimentary (Preapproved)	<input type="checkbox"/> Complimentary (Preapproval Required)
<input type="checkbox"/> Member \$600	<input type="checkbox"/> Member \$700	<input type="checkbox"/> Guest @ Reception & Lunch \$75
<input type="checkbox"/> Non-Member \$800	<input type="checkbox"/> Non-Member \$900	<input type="checkbox"/> Friday \$400
		<input type="checkbox"/> Saturday/ <input type="checkbox"/> Sunday \$500
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"/> Invoiced Via Square (CC)		
<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, April 12, 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 Embassy Suites at 615-736-7100 and referencing the AARO block or online [here](#). Hotel rate is \$289 per night, plus a minimum of 16.25% in taxes and \$2.50 in fees. **(Blocked rooms are available until 4/3/2024 or until they sell out, whichever comes first).**

Hotel Information: Check-in time is 3:00 PM. Check-out is at 11:00 AM with a 2 PM checkout for \$75.00. Parking is \$62.00 per day. The hotel offers an indoor pool, fitness center, and various dining options. Be sure to grab your free breakfast in Harmony and then checkout the daily Complimentary Manager's Reception from 5:00-6:30 p.m.

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