



**INTERNATIONAL ASSOCIATION of ASSESSING OFFICERS**  
**85<sup>th</sup> ANNUAL INTERNATIONAL CONFERENCE ON ASSESSMENT ADMINISTRATION**  
**Sept. 8–11, 2019 – Niagara Falls, Ontario, Canada**

**REGISTRATION**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Preferred Name for Badge \_\_\_\_\_  
Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**EMERGENCY CONTACT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**SPECIAL NEEDS**

If you have any special needs, please indicate in the space provided below:

Dietary Please List \_\_\_\_\_

Physical Please check here if you require special accommodations to participate.

E-mail a description of your needs by Friday, August 9, 2019 to Rachel Mense at [mense@iaao.org](mailto:mense@iaao.org). After August 9th, we cannot guarantee we can accommodate your request.

**REGISTRATION TYPES AND FEES**

Please indicate if any of the following apply:

First Time Attendee  Volunteer\*  Speaker

\*Coupon code required on registration form.

**HOTEL ARRANGEMENTS**

Do you plan to stay at the host hotel?

Yes  No

**CONFERENCE EVENTS**

Full Registrations provides full access to all events. One Day registration includes all events on that day, except for Closing Banquet on Wednesday. Guest Registration does not have access to program sessions, or proceedings. ***Guest registrations are not for business associates or colleagues.***

**REGISTRATION DEADLINES**

**EARLY BIRD** ..... JULY 19<sup>th</sup>

**REGULAR**.....AUGUST 9<sup>th</sup>

**ONSITE** ..... AFTER AUGUST 23<sup>rd</sup>

***Save time, register online!***

REGISTRATION TYPE	EARLY BIRD RATE Through July 19	GENERAL REGISTRATION July 20–Aug. 9	ON-SITE RATE Begins Aug. 23	AMOUNT DUE
<b>Full Registration</b> —IAAO Member IAAO Member # _____	\$645	\$770	\$895	
<b>Full Registration</b> —Non-Member <input type="checkbox"/> Include 2019 IAAO Membership at no charge!	\$845	\$970	\$1095	
<b>One-Day Registration</b> - IAAO Member <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	\$350	\$390	\$420	
<b>One-Day Registration</b> - Non-Member <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	\$455	\$500	\$555	
<b>One-Day Registration</b> - Attendees based within 100 miles of Niagara Falls (Maximum of 1 selection) <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	\$150	\$150	\$150	
<b>Guest Registration*</b> **Please provide name for guest's name badge _____	\$300	\$350	\$350	
<b>Wednesday Lunch</b> Women's Initiative Luncheon	\$35	\$35	\$35	
<b>*Conference Registration Coupon Codes (e.g. volunteers)</b> Please provide your IAAO Conference Registration Coupon Code _____				
<b>TOTAL DUE</b>				

**\*Single Event Tickets will be sold onsite only at the Registration Desk\***

Welcome Reception - \$75      Awards & Recognition Luncheon - \$55      Closing Banquet - \$100  
 Tuesday's Networking Lunch in Exhibit Hall - \$50      Continental Breakfasts - \$40/each (Monday – Wednesday)

**Cancellation & Refund Policy** - Guarantees for food service, printing, and space rental cannot be changed by IAAO at the last moment. Requests for refunds will be honored, less a \$150 processing fee, only if received in writing by Aug. 9, 2019. No refunds will be made after Aug. 9, 2019. No refunds are given for no-shows. Send your cancellation notice to Allyson Weber at [weber@iaao.org](mailto:weber@iaao.org), or mail to: IAAO, Meetings Dept., 314 W. 10<sup>th</sup> St., Kansas City, MO 64105, or fax to 816-701-8149. **Registrations ARE transferable for \$50.** IAAO will need a completed registration form for the new individual.

**Photo/Video Policy** - Registrants of IAAO events agree to allow IAAO and its official photographer to photograph or video them in the context of the event. Footage captured by may be used in future print and electronic promotional and archival materials.

**Conference and Event Code of Conduct Policy** – IAAO is dedicated to providing a harassment-free event experience for all attendees and has developed a Code of Conduct for events. Please see IAAO website for complete details.

**Electronic Communication** – IAAO Partners & Affiliates may send postal communication to you about their products and services. Please let us know your preference on receiving additional electronic communications from IAAO Partners and Affiliates that support this Conference.

Opt In      Opt Out

**PAYMENT** (Registrations are not accepted without full payment.)

**Check**—Please complete this registration form and mail with check or money order, payable to IAAO in US funds, to the IAAO Lockbox at IAAO, PO Box 29900, Dept. 929, Phoenix, AZ 85038-0900. Sending a check may delay your registration 10-14 business days.

**Credit Card**—Please consider registering and making your payment online at [IAAO.org](http://IAAO.org). If you prefer paper registration, please call Allyson Weber at (816) 701-8138 with payment information. DO NOT FAX OR EMAIL CREDIT CARD INFORMATION.

**For Credit Card Payment: Call Allyson Weber (816) 701-8138 to provide payment info over the phone**

Your signature below authorizes IAAO to charge the credit card above for the total payment due and acknowledges that you have read and understand the policies noted above.

Signature \_\_\_\_\_ Date \_\_\_\_\_