



## **AIA Meetings Department Services** **Meeting General Information**

### **Registration Fees**

	Regular	On-site
Member	\$395	\$415
Nonmember	\$565	\$615
Alliance Member (SDA/NOMA/AWA/CWA)	\$395	\$415
Student	\$250	\$300
Government	\$505	\$555

### **Conference Registration**

Please choose one of three ways to register:

- ▶ [Click here](#) to register online
- ▶ Mail the completed registration form with payment to:

Women's Leadership Summit  
P.O. Box 64591  
Baltimore MD 21264

Please make checks payable to the American Institute of Architects.

- ▶ Fax the completed registration form with payment information to 202-626-2569.

### **Special Needs**

The AIA is committed to making meetings and conferences accessible to all to the degree reasonably possible. Please notify us at the time of registration if you have special accessibility needs or specific dietary requirements. Contact Chris Capistrant at [ccapistrant@aia.org](mailto:ccapistrant@aia.org), 202-626-7355.

### **Registration Confirmations**

After you register you will receive a registration confirmation via email immediately. If you do not receive a registration confirmation please contact [AIA Meetings](#) or call 800-242-3837. If you fax the registration form, please keep the fax transmittal confirmation for your records.

To ensure you receive the necessary conference materials (registration confirmations, conference updates, advance and final attendee rosters, etc.) please WHITELIST [aia.org](http://aia.org) in your email program.

### **Registration Policy**

Registrations postmarked after September 8 will not be processed in time to be included on the attendee roster. Registration and nametags will be produced on-site.

### **Cancellation Policy**

Refunds, less a \$100 cancellation fee, will be made for cancellations received in writing by Friday, September 8. No cancellation refund is available after September 8. Please fax your cancellation requests to AIA Registrar, 202-626-7365 or email to [register@aia.org](mailto:register@aia.org).

## ACCOMMODATIONS

A limited block of rooms has been reserved at Desmond Tutu Center at 180 10<sup>th</sup> Avenue in New York. Reservation deadline was **extended until Wednesday, September 1** for the group rate; however, the block may sell out prior to the deadline. You are responsible for making your own reservations. To make your reservation, contact **Chacoya Price**, at **646-717-9717** during the time of Monday-Friday from 9am-5:30pm. Mention that you are with the American Institute of Architects to receive the group rate of \$309 for single/double occupancy plus 14.75 percent state and local taxes and \$3.50 occupancy tax per night. All reservations must be guaranteed with a credit card when you make your reservation. The group's cancellation policy requires cancellations be made by 3pm (EDT) one day prior to arrival.

## TRAVEL

The AIA is pleased to offer discounted airline and car rentals for this conference. To make your reservations, log on to the AIA Web site and click on the Travel Information link or contact the AIA's official travel agency, **Ovation Corporate Travel** at **(800) 925-4055** (or 516-624-0308 for international callers).

### Air:

American Airlines offers special rates and numerous discounts on round-trip fares in the United States. Attendees will receive a 5 percent discount off coach and first-class fares by using discount code **1290AR**.

How to book on American:

- Directly through American Airlines enter **1290AR** in the area for "Promotion Code"
- Contact your travel agent and advise them to call the American Airlines Meeting Services Desk toll-free, 800-433-1790, and refer to discount code **1290AR**.
- Call American Airlines Meeting Services desk directly toll free or ask your travel agent to contact, 800-433-1790, and refer to discount code **1290AR**. The hours of operation are 5 a.m. midnight Central Time every day. Reservations for the hearing and speech impaired are also available 24 hours a day, seven days a week, at 800-543-1586.
- Reservations may also be made directly through Ovation Corporate Travel at (800-925-4055)

### Are you an AAdvantage member?



Delta Air Lines is offering up to 7 percent discounts off eligible published fares to AIA members.

How to book on Delta:

To take advantage of these special offers, please follow these simple steps:

- Call Delta Meeting Network reservations at 1-800-328-1111 (Toll-free reservation fee waived), Monday through Friday, 7:00 AM – 7:00 PM Central Time. Refer to File Meeting Code **NM5NZ**.
- Or, have your travel agent call Delta's toll-free number to obtain these same advantages for you. The travel agent must refer to File Meeting Code **NM5NZ**.

Join SkyMiles Rewards Program: <https://www.delta.com/skymilesenrollment/landing.action>

## **Amtrak**

Amtrak offers a 10 percent discount off the best available rail fare to New York, NY from September 18 to September 29. To book your reservation please call Amtrak at (800) 872-7245 or contact your travel agent. Please refer to Convention Fare Code **X34D-907** when making your reservation a 10% discount has been approved. Conventions cannot be booked via Internet. This offer is not valid on the Auto Train and Acela service.

Join the Amtrak Guest Rewards Program: <https://www.amtrakguestrewards.com/index.cfm>

## **Car Rental:**

**Hertz:** Special meeting rates are yours with Hertz. Hertz operates in more than 150 countries with almost 1,800 locations in the United States alone, including more than 1,000 suburban locations. Call 800-654-2200 to make a reservation. To receive the special meeting rates, use code CV#022Q3890.

**Hertz Green Collection:** Now you can reserve fuel-efficient, environmentally-friendly cars that are easy on the wallet and suitable for families and small groups traveling together. Reservable by specific make and model, with an EPA highway fuel efficiency rating of 28 miles or more per gallon, the Hertz Green Collection includes the following models:

- Toyota Camry
- Ford Fusion
- Buick LaCrosse
- Hyundai Sonata
- Subaru Outback

Please note the Green Collection is available in select cities and based on availability.

**Avis:** Avis is pleased to offer special discounts to all AIA meeting attendees.

Reservations can be made directly with Avis by calling 800-331-1600 (refer to Discount Code A991499, visiting the [AIA Web site](#) and clicking on the Travel Information link, contacting Ovation directly, or visiting the [Avis Web site](#).

## **Greening the Meeting**

To help create an environmentally sustainable conference and reduce waste, the AIA is not distributing printed handouts and printed attendee rosters. As an alternative you will receive the advance attendee roster via e-mail a week prior to the meeting if you register by the September 8 deadline.

## **Force Majeure**

The performance of this agreement by either party may be affected by force majeure (including, but not limited to, acts of God, acts of war or other acts of enemies, government regulation, disaster, strikes, floods, civil disorder, curtailment of transportation facilities, or other emergency or event beyond the control of the parties), thus making it inadvisable, unsafe, illegal, or impossible to provide required accommodations and/or meeting facilities, hold the meeting, or travel to the meeting. In event of force majeure, either party to this agreement may terminate the agreement upon providing written notice to the other party without penalty or obligation. Such right of termination shall not be unreasonably exercised.

In addition, the AIA reserves the right, in its sole discretion, to cancel this meeting. In that event, the AIA shall refund to you all registration fees that it has received from you for this meeting, but shall have no further obligation to you of any type, whether monetary or otherwise. Accordingly, the AIA shall in no event have any liability to you based on claims for indirect,

special or consequential damages of any type whatsoever, and shall have no other obligation to you of any type except as expressly stated in the preceding sentence.