

# ACE 2018 Registration for Attendees from India

In order to ensure fast and accurate registration for ACE18 in Las Vegas, Nevada for June 11-14, 2018, we will offer a special registration process.

For AWWA members:

- Full conference - \$395
- Exhibits Only - \$155

For non-members:

- Full conference - \$595
- Exhibits Only - \$155

All registrations must be made by **May 29, 2018** to get the lowest rate.

## Three ways to register:

1

### Email form and pay at ACE International Registration counter

- Complete the attached registration form, both pages 1 and 2.
- Email the form to John Anderson at [janderson@awwa.org](mailto:janderson@awwa.org)
- John Anderson will enter your name on a roster of attendees and forward the form to Tracy Carr to have you registered into the system.
- Tracy Carr will email you the payment processes (bank check, credit card or wire transfer)
- You may pay via the options presented above or pay at ACE18 with Cash. However, you will not receive a badge until payment is made, and without a badge you will not be able to attend the sessions or enter the exhibit floor.

2

### Email form and pay with credit card

- Complete the attached registration form, both pages 1 and 2.
- Fill in the Total/Method of Payment with complete information.
- Email the form to John Anderson at [janderson@awwa.org](mailto:janderson@awwa.org).
- John Anderson will enter your name on a roster of attendees and forward the form to Tracy Carr to have you registered into the system.
- Tracy Carr will email you the payment processes (bank check, credit card or wire transfer)

3

### Register and pay online as a member

- Access the AWWA webpage [ACE Registration](#)
- Access the form at [Register Online](#) button
- Log in with your user name and password and press **GO**
- Fill in the promo code **A18INDIA** in the **Promo Code** block (this will set the discount price) on the last page
- Fill out the form with all the information including your credit card information
- Submit the form by the [Submit Payment](#) button

If you have any questions, please contact John Anderson at [janderson@awwa.org](mailto:janderson@awwa.org).

Please reserve your hotel room by **May 15, 2018** as these rooms are reserved quickly. Review the [Hotel Map](#) to select your choice.

### **To make a reservation contact:**

Click on <https://book.passkey.com/go/ACEIA2018LV>

For assistance with reservation changes or to make a new reservation, please contact our official housing company, [Par Avion](#) or call 866.364.9515.

**Hotel Fraud Warning! AWWA has been made aware of outside travel companies contacting our members in an effort to solicit hotel rooms. Please be advised that AWWA and Par Avion do not solicit rooms via phone.**

Reservations made through any other housing services company will not be guaranteed by AWWA and could result in hidden charges, unusual restrictions, or incorrect hotel placement for AWWA participants. If you are contacted by an agency other than Par Avion, please email [AWWA Conferences](#).

### **RESERVATION AND CANCELLATION POLICY**

Reservations are processed on a first-come, first-served basis and must be made by **May 15, 2018**, to receive the AWWA discounted room rate. Room rates do not include local taxes, currently 18%, subject to change.

All reservations require a credit card deposit in the amount of one night's lodging, plus tax. The deposit will be credited to your hotel bill on the date that the deposit is posted by the hotel (approximately 3 to 4 weeks prior to your arrival for those reserving rooms by the **May 15, 2018**, deadline).

One night's lodging deposit is nonrefundable if you are a no-show. Refunds of deposits will be made only on cancellation requests received 72 hours prior to the day of scheduled arrival.

All cancellations/changes must be made in writing and emailed to the [AWWA Housing Bureau](#) or faxed to 310.649.3554 .

For all cancellations made after **April 20, 2018**, a \$50 processing fee will be charged directly to your credit card. An additional room and tax cancellation fee will also be charged to your credit card by the hotel if your reservation is not cancelled 72 hours prior to your scheduled arrival date.

**No checks will be accepted per hotel policy.**

### **To Obtain an Invitation Letter for getting a Visa:**

If an invitation letter is needed to secure your visa, please send me the following information, and we will email you an invitation letter to attend the American Water Works Association for ACE18 in Las Vegas, Nevada for June 11-14, 2018 to use to help secure your visa:

1. Your full name as it appears on your passport.
2. Your passport number.
3. Your date of birth.
4. Your full mailing address including the postal code.

Please let me know if you need any additional information at [janderson@awwa.org](mailto:janderson@awwa.org).