



2020 ESPA Annual Conference
Organization / Corporate Group Registration Form
 January 10-12, 2020 · Denver, CO
 Advanced Registration Cutoff Date: November 8, 2019

IF YOU HAVE QUESTIONS REGARDING YOUR REGISTRATION, PLEASE CONTACT US AT 609-799-3712.
****Please note, you may only register as an Organization if you hold an Organization Level Membership with ESPA.****

COMPANY NAME: _____

STREET ADDRESS (for mailing convention credentials): _____

CITY: _____

STATE: _____ ZIP/POSTAL CODE: _____ COUNTRY: _____

- We represent a:**
- | | |
|---|---|
| <input type="checkbox"/> CVB with an Operating Budget up to \$5 Million | <input type="checkbox"/> CVB with an Operating Budget of \$5 to \$10 Million |
| <input type="checkbox"/> CVB with an Operating Budget of \$10 to \$15 Million | <input type="checkbox"/> CVB with an Operating Budget of more than \$15 Million |
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Convention Center |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Planner |
| | <input type="checkbox"/> Industry Supplier |

FIRST ATTENDEE (PRIMARY CONTACT) INFORMATION

NAME (First, Last): _____ BADGE NAME: (if different): _____

TITLE: _____ DESIGNATION: _____

E-MAIL: _____

DAY PHONE: _____ MOBILE PHONE (In case of emergency): _____

EMERGENCY CONTACT NAME: _____ EMERGENCY CONTACT PHONE NUMBER: _____

Check if this is your 1st ESPA CONFERENCE: AND/OR Check if you are a NEW MEMBER:

I have been in the meetings industry: 1-3 years 4-14 years 15+ years

To help us with our demographics, which generation do you fall within?
 Baby Boomer (1946-1964) Gen X (1965-1980) Millennial (1981-2000)

ESPA takes photos and videos throughout the meeting which may be used in print materials, on the ESPA website or on other venues to promote ESPA and/or ESPA meetings.
 I agree to use of photos I'm pictured in for this purpose: Yes No

Are you signing up for ESPA's Two-Day Leadership Track? *Note: These sessions are being offered only for those at Associate Director level or higher. There will be an additional \$69 fee inclusive of the two-day Leadership Track*
 Yes No

Saturday, January 11, 2020 10:15-11:00AM Three Concurrent Breakout Tracks (Select 1 if not participating in Leadership Track)
 Meeting Planner Q&A Roundtables It's a Small World Afterall – Working with International Planners
 Everyone is Welcome: Making your Destination Accessible & Inclusive

Saturday, January 11, 2020 11:15AM-12:00PM Three Concurrent Breakout Tracks (Select 1 if not participating in Leadership Track)
 A Better Way to Great Human Trafficking Planning Sports Events through the Eyes of the Team

Saturday, January 11, 2020 3:00-5:00PM Six Mobile Workshops (Select 1 – Space is limited for each workshop)
 Collaborative Partnerships and Sustainability at the Colorado Convention Center CBD in the Hospitality Industry
 Collaborating for an Active and Safe Downtown Environment Go the Extra Mile
 MSU School of Hospitality & Beer 101 Denver Makers: Working with Partners to Tell a Story

Sunday, January 13, 2019 10:30-11:30AM Three Concurrent Breakout Tracks (Select 1 if not participating in Leadership Track)
 Meeting Ethics: Back to the Basics Color Outside the Lines
 Planner Communications: BE PEOPLE SMART and Watch Client Relationships Soar

SECOND ATTENDEE INFORMATION

NAME (First, Last): _____ BADGE NAME: (if different): _____

TITLE: _____ DESIGNATION: _____

E-MAIL: _____

DAY PHONE: _____ MOBILE PHONE (In case of emergency): _____

EMERGENCY CONTACT NAME: _____ EMERGENCY CONTACT PHONE NUMBER: _____

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NAME (First, Last): _____ BADGE NAME: (if different): _____

TITLE: _____ DESIGNATION: _____

E-MAIL: _____

DAY PHONE: _____ MOBILE PHONE (In case of emergency): _____

EMERGENCY CONTACT NAME: _____ EMERGENCY CONTACT PHONE NUMBER: _____

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FOURTH ATTENDEE INFORMATION

NAME (First, Last): _____ **BADGE NAME:** (if different): _____

TITLE: _____ **DESIGNATION:** _____

E-MAIL: _____

DAY PHONE: _____ **MOBILE PHONE** (In case of emergency): _____

EMERGENCY CONTACT NAME: _____ **EMERGENCY CONTACT PHONE NUMBER:** _____

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FIFTH ATTENDEE INFORMATION

NAME (First, Last): _____ **BADGE NAME:** (if different): _____

TITLE: _____ **DESIGNATION:** _____

E-MAIL: _____

DAY PHONE: _____ **MOBILE PHONE** (In case of emergency): _____

EMERGENCY CONTACT NAME: _____ **EMERGENCY CONTACT PHONE NUMBER:** _____

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CONFERENCE FEES				
<p>Registration Policies</p> <p>Additional excursions are non-refundable.</p> <p>Conference registration cancellations received in writing by December 6, 2019 are eligible for a 50% refund on the ESPA Registration fee only. There are no refunds for cancellations received after this date; this includes cancellations that occur due to weather or other day-of air travel delays / cancellations as it is understood that ESPA has already included you in counts for F&B and other arrangements and is therefore is responsible for all costs related to attendance.</p> <p>If paying by check, please mail form and payment to: ESPA, 191 Clarksville Rd, Princeton Jct, NJ 08550.</p> <p>Please check choice of payment. Payment is required for your registration to be processed.</p> <p><input type="checkbox"/> Open an order for me in the My ESPA Portal to pay online</p> <p><input type="checkbox"/> Check</p> <p>SIGNATURE: _____</p> <p><i>By signing, I agree to the cancellation policy above.</i></p>		<u>All fees are listed in US Dollars</u>	Advanced Registration (Postmarked by 11/8/2019)	Regular (after 11/8/2019)
	<input type="checkbox"/>	Organization Member for 3 people	\$2,025	\$2,355
	<input type="checkbox"/>	Organization Member for 4 people	\$2,660	\$3,100
	<input type="checkbox"/>	Organization Member for 5 people	\$3,275	\$3,825
	TOTAL DUE: Include any additional fees in this total			_____
<p>SPECIAL MEAL REQUEST AND/OR SPECIAL NEEDS</p> <p> Check here if you have special meal needs or if you require special assistance to participate fully in the conference.</p> <p>Specify need:</p> <p>_____</p> <p>_____</p>				
<p>Please return this form to ESPA Headquarters either by:</p> <p>Email: info@espaonline.org</p> <p>Fax: 609-799-7032</p> <p>Mail: 191 Clarksville Road Princeton Junction, NJ 08550</p>				