



ASSOCIATION OF CALIFORNIA AIRPORTS

The ACA Board of Directors adopted the following Policy Decision during the ACA Board meeting on April 20, 2006.

ACA Policy Decision No. 2006-1

Subject: Conference Registration Policy

In order to establish consistency in the administration of conference fees and attendance, the Association of California Airports adopts the following policies:

1. Registration for ACA conferences is required for all attendees.
2. Registration is by individual, not by organization or airport. The conference registration fee must be paid for each individual attending the conference, with the exceptions noted below.
3. An organization paying one registration fee may send different individuals to different days of the conference, so long as more than one individual does not attend on the same day.
Example: County X pays one registration fee. Individual A may attend the entire conference, or Individual A may attend day one, Individual B may attend day two, and Individual C may attend day three. If Individuals A, B, and C all attend the entire conference, three registration fees are required.
4. Registration fees are waived for conference speakers. However, if a speaker attends the entire conference, payment of the registration fee is encouraged.
5. Reimbursement of conference speaker travel expenses will be in accordance with ACA Policy Decision No. 2002-1.

This Policy Decision shall be filed with the official minutes and attached to the Constitution and By-Laws.