Draft

Group Leader Global Conference/Cash Option Form

Please use blue or black ink, print in CAPITAL LETTERS and fill in circles completely. Do not staple anything to this form.

Conference Choice

Please indicate your choice below. In the unlikely event that your first choice is unavailable, ACIS will contact you about an alternate choice.

Conference

Preferred Depart Date ____ / ____ / ____ MM/DD/YYYY

Group # ____

Personal Information:

ACIS mails your airline tickets via express mail. List an address where someone can sign for a package during the day. **We cannot mail tickets to a P.O. Box**.

○ Mr. ○ Ms. ○ Mrs. ○ Dr. ○ Br. ○ Sr. Gender: ○ M ○ F

Name

Last **(AS IT APPEARS ON PASSPORT)** First **(AS IT APPEARS ON PASSPORT)**

Address
No P.O. Box

City State Zip Code

Home Telephone Birthdate MM/DD/YYYY ____ / ____ / ____

Email

Qualifications

I have registered _____ participants on the ACIS / Encore / Travel & Company _____ program and have earned _____ Global Conferences.

I have registered my participants by this date ○ April 1, 2009 ○ June 30, 2009 ○ August 31, 2009 ○ October 15, 2009 ○ December 4, 2009

Cash Option

○ I will take the cash option rather than a Global Conference (based on the 2010 eligibility chart). $ ____ Social Security # ____ - ____ - ____

Transportation

U.S. departure city (see 2010 GC Booklet for gateways) _____. Estimated travel time to departure airport _____ hrs.
(ACIS cannot guarantee evening departures.)

○ I am booking a connecting flight to my ACIS departure city. ○ Please quote me a price from a departure city not listed (specify city): _____

Rooming Choice

Please book me in a:

○ single room at $80 extra per night ○ double room, sharing with _____ ○ 2 single beds ○ 1 double bed

○ triple room, sharing with _____ and _____

If you do not specify a rooming choice, you will be assigned a roommate.

Optional Services

○ Please book me for _____ extra day(s) at the beginning and/or _____ extra day(s) at the end of my trip. **ACIS will bill me $50 per person for extending my ticket.**

○ I will arrange my own accommodations for the extra days.

○ ACIS will provide accommodations for me based on:
- ○ Twin/double room at an additional $130 per person per night
- ○ Single room at an additional $210 per person per night
- ○ Triple room at an additional $130 per person per night

Additional fees may apply on Ultimate and Elite trips, contact your tour consultant for details.

Protection Plan:

ACIS requires that you accept/decline protection

○ I am a 2010 ACIS Group Leader and therefore covered by the Ultimate Protection Plan. ○ Yes: Sign me up for the Ultimate Protection Plan.

○ Yes: Sign me up for the Comprehensive Protection Plan. ○ No: I decline the additional coverage beyond the Basic Protection Plan.

Signature

RETURN TO:
ACIS Incentives
343 Congress Street
Suite 3100
Boston, MA 02210

I realize ACIS will make every effort to accommodate my first choice of Global Conference. I realize I will be offered the choice of an alternate trip or a cash option if my preferred trip is unavailable. I have read and agree to the Terms and Conditions in the 2010 Global Conferences Booklet, including the terms of eligibility, companion trip fees and cancellation penalties. I understand that if I cancel my trip less than one month prior to departure, I will be subject to the penalties listed in the Terms and Conditions in the 2010 Global Conferences Booklet.

Signature Date

Register online! This form also available at **www.acis.com/teachers/gc**