



36294

# 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.

Preferred Depart Date  /  /  Group #

Conference  MM/DD/YYYY

**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.

Last Name (AS IT APPEARS ON PASSPORT)

First Name  Middle Name

Address No P.O. Box

City  State  Zip Code  Gender:  M  F

Home Telephone  Birthdate MM/DD/YYYY  /  /

Email

## Qualifications

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

I have registered my participants by this date  April 1, 2010  June 30, 2010  August 31, 2010  October 15, 2010  December 3, 2010

## Cash Option

I will take the cash option rather than a Global Conference (based on the 2011 eligibility chart). \$  Social Security #  -  -

## Transportation

U.S. departure city (see 2011 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 2011 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 2011 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 2011 Global Conferences Booklet.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Register online!** This form also available at [www.acis.com/teachers/gc](http://www.acis.com/teachers/gc)