

Full Terms and Conditions



ADMISSION STATEMENT

Conference registration fees include all regular conference program activities from the evening of July 23-26, 2025. Registration fees are based on the time of registration as well as the date registration is received regardless of what is entered on the form. American Alliance for Theatre & Education (AATE) reserves the right to charge the corresponding rates at the time the registration form is received. This covers both member and non-member rates as well as early and on-site fees. AATE will not reimburse the difference between the member and non-member registration rates to any participant whose completed membership application was processed after they registered for the National Conference.

If more than one person is registering from your institution, be sure to register them individually. A separate registration form or online record is required for each registrant. Badge sharing is strictly prohibited and clock hours will only be awarded to the person who is officially registered.

PAYMENT

Full payment must be submitted in U.S. dollars with each registration. AATE accepts American Express, Discover, MasterCard, Visa, checks and purchase orders.

Purchase orders must be pre-approved, signed by issuer, submitted with a completed registration form, and received on or before **July 5, 2025, close of business 6PM (EST)** to qualify for pre-registration rates. AATE will re-bill for the higher, on-site registration fee if payment is not received by the deadline.

BILLED PURCHASE ORDER POLICY

The following policy does not apply to registrants who will be sending payment (by cash, check or credit card) along with their conference registration. This policy only applies to registrants whose employers require AATE to send them an invoice before they will pay for the meeting registration. The meeting fees are as shown on the registration form. Please adhere to advance or reduced-rate registration deadlines noted on the registration form. The rates that you are billed will be based on the date that AATE receives your request for registration and on the date that your final payment is received.

Please be aware that a purchase order is a legally binding contract. Using this method of payment means that your employer must initiate the transaction by completing a paper registration form and submitting it with the request for an invoice to AATE. After your employer's purchase order has been received by AATE, an invoice will be sent to your employer. Upon your organization's receipt of this bill from AATE, your employer must issue a payment for your registration.

Payment terms for purchase orders are "upon receipt" of the invoice. Invoices over 30 days past due may be subject to a monthly finance charge of 1.5 % per month. AATE reserves the right not to accept purchase orders in lieu of payment at the meeting site.

Please note: In order to obtain the discounted advance rates, your employer's purchase order must be received by AATE on or before **July 5, 2025, 6PM EST**. AATE reserves the right to re-bill for the higher on-site registration rate if deadline has passed.

CHANGES & CANCELLATIONS

If you need to make any adjustments to your processed registration, please contact **Alexis Truitt** at alexis@aate.com. For a complete cancellation of a processed registration, written notification must be submitted by **June 18, 2025, 6PM EST**.

A **\$100** administrative/processing fee will be withheld from all refunds to help defray administration costs. After this date, cancellations or no-shows for any reason will not be refunded.

Written notifications must be sent by the deadline emailed to: conference2025@aate.com or mailed to:

AATE
Attn: Alexis Truitt
700 Pennsylvania Ave SE
Washington, DC 20003

Please note that confirmed registrations cannot be transferred to another person nor name badges shared. Requests for changes cannot be processed on-site.

AMERICANS WITH DISABILITIES ACT

If you require special accommodations as defined by the Americans with Disabilities Act (ADA), please indicate this at the time of registration. Email Alexis Truitt at alexis@aate.com or call 202-909-1194, as soon as possible with additional accommodations. On-site requests cannot be guaranteed.

BADGE POLICIES

Attendance at all workshops, master classes, events, excursions, and the exhibit hall is limited to registered participants with convention badges. AATE staff will look for each participant's official AATE National Conference registration badge throughout the week

Badge Sharing

If more than one person is registering from your organization, be sure to register them individually. A separate registration form or online record is required for each registrant. **Badge sharing is strictly prohibited and clock hours will only be awarded to the person who is officially registered.**

ATTENDANCE POLICIES

Minor Liability Release Form

AATE's policy prohibits the attendance of children under 18 years of age in sessions and the Exhibit Hall. A liability release form can be submitted for such minors **for the Exhibit Hall only**. No exceptions can be made for sessions.

Print out a copy of the [Minor Liability Release Form](#), sign it, and mail to Alexis Truitt at AATE, 700 Pennsylvania Ave SE, Washington, DC 20003. You may also scan the signed copy and email it to alexis@aate.com. Release forms may be obtained in the registration area on-site. Direct all inquiries regarding this policy to Alexis Truitt at alexis@aate.com

Photographs

Throughout the week of the National Conference, AATE photographers will be taking pictures of sessions and events. These photos will be archived for planning future conferences; however, some may be used for educational, news, or promotional purposes, in marketing materials for AATE, on our website, and/or social media outlets. By participating in the National Conference, you grant IRA the right to use your photograph for these purposes. If you object to your image being used, please make sure you indicate this on the sign in sheet at the registration table.