

Jeff Bilyeu

From: Erin O'Connor <Erin.OConnor@aaae.org>
Sent: Wednesday, February 19, 2025 2:37 PM
Cc: Erin O'Connor
Subject: [EXTERNAL] 97th Annual AAAE Conference and Exposition Travel Memo & Form

Good afternoon, AAAE Leaders

The [97th Annual AAAE Conference and Exposition](#) will take place June 8 – 10, 2025, in Atlanta, GA. The conference is being hosted by Hartsfield-Jackson Atlanta International Airport. To assist you in your travel planning, we would like to provide the following leadership details -

Saturday, June 7

11:45 a.m. – 4:45 p.m. AAAE Board of Directors and Policy Review Council Luncheon and Meeting
6:15 – 9:30 p.m. AAAE Leadership Dinner – All Leaders Invited
Hosted by – Hartsfield-Jackson Atlanta International Airport

Sunday, June 8

10:15 a.m. – 12 p.m. AAAE Executive Business Meeting
12 – 5 p.m. Top 100 Airport CEO Leadership Focus Lunch, Session, and Reception
This program is by Invitation Only, which will be sent separately.
5 – 6:30 p.m. Exhibit Hall Grand Opening and Welcome Reception

Sunday, June 8 – Wednesday, June 11

The conference will officially open on Sunday, June 8, with a welcome reception in the exhibit hall and conclude on Tuesday, June 10, with the closing ceremony, gavel exchange and after party. The airport tour will take place on Wednesday, June 11. All conference events, including general sessions, concurrent sessions, breakfasts, lunches, the exposition, the airport tour departure, the closing ceremony, and the after party, will take place at the Georgia World Congress Center.

Monday, June 9

10 – 10:30 a.m. Informal Meet and Greet with AAAE Leaders and Keynote Speaker
5 – 6 p.m. Happy Hour in Exhibit Hall
6:30 – 8:30 p.m. Monday Night Event
Hosted by – Hartsfield-Jackson Atlanta International Airport

Tuesday, June 10

12 – 12:30 p.m. AAAE Executive Business Meeting
3 – 3:30 p.m. AAAE Board of Directors and Policy Review Council Meeting

We have created dedicated links for our Leaders to make their own reservation at either of the conference hotels. Both hotels are directly connected to the Georgia World Congress Center. The cutoff date for both hotels is **Friday, May 16**. Please note, reservations are based on the hotel's availability and the blocks may sell out before the hotel cutoff date and/or the travel form due date.

- To book at the **Omni Atlanta Hotel at Centennial Park** located at 190 Marietta St NW, Atlanta, GA 30303, Phone: 404.659.0000 with a group rate of \$319 use this link: [Omni Hotel Leadership Block Link](#).

- To book at the **Signia by Hilton Atlanta Georgia World Congress Center** located at 159 Northside Dr NW, Atlanta, GA 30313 Phone: 404.223.4414 with a group rate of \$351 use this link: [Signia by Hilton Hotel Leadership Block Link](#).

AAAE will cover your travel expenses (airfare, hotel room & tax and ground transportation to and from the airport) associated with traveling to Atlanta, GA. AAAE will reimburse for up to four (4) nights (Saturday, June 7 – Wednesday, June 11) of your hotel stay.

[United Airlines](#) has been selected as one of the official air carriers for this meeting. You may book online via www.united.com and enter the Offer Code **ZNSQ375349** in the Offer Code box or call United Reservations Meetings Desk at 800.426.1122 and provide the Z Code **ZNSQ** and Agreement Code **375349**. For all tickets issued through the United Meetings Reservations Desk, there will be a \$25 per ticket service fee collected. This fee is subject to change without notice. Such service fee is non-refundable and applies to all itineraries, one-way or round-trip. Black-out dates apply. [Delta Air Lines](#) is pleased to offer special discounts for American Association of Airport Executives. Please [click here](#) to book your flights. You may also call Delta Meeting Network® at 1.800.328.1111* Monday–Friday, 7:00 a.m. – 7:30 p.m. (CT) and refer to Meeting Event Code **NM36J**. *Please note there is not a service fee for reservations booked and ticketed via our reservation 800 number.

Please complete the travel form via this link - [2025 AAAE Annual Conference Leadership Travel Form](#) by **Friday, April 18**. Feel free to make your hotel reservations on your own any time prior to Friday, May 16 (the hotel cutoff date).

We look forward to seeing you in Atlanta!

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