

Jeff Bilyeu

From: Erin O'Connor <Erin.OConnor@aaae.org>
Sent: Tuesday, January 16, 2024 2:08 PM
Cc: Erin O'Connor
Subject: [EXTERNAL] 96th Annual AAAE Conference and Exposition Travel Memo & Form

Good afternoon, AAAE Leaders

The [96th Annual AAAE Conference and Exposition](#) will take place April 28 – May 1, 2024, in Nashville, TN. The conference is being hosted by the Nashville International Airport and President & Chief Executive Officer, Doug Kreulen, A.A.E. To assist you in your travel planning, we would like to provide the following leadership details -

Saturday, April 27

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

Sunday, April 28

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, April 28 – Wednesday, May 1

The conference will officially open on Sunday, April 28, with a welcome reception in the exhibit hall and conclude on Tuesday, April 30, with the closing ceremony, gavel exchange and after party. The airport tour will take place on Wednesday, May 1. 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 Music City Center.

Monday, April 29

5:15 – 6:30 p.m. Reception in Exhibit Hall
7 – 9 p.m. Monday Night Event
Hosted by – Nashville International Airport

Tuesday, April 30

12 – 12:30 p.m. AAAE Executive Business Meeting
3:15 – 4 p.m. AAAE Board of Directors and Policy Review Council Meeting

We will make a hotel reservation for you with the [Renaissance Nashville Hotel](#) located at 611 Commerce St, Nashville, TN 37203, Phone: 615.255.8400 and the group rate is \$274 or the [Omni Nashville Hotel](#) located at 250 Rep. John Lewis Way S, Nashville, TN 37203, Phone: 615.782.5300 and the group rate is \$319. The Omni Nashville Hotel is 250 ft./1 minute walk, and the Renaissance Nashville Hotel is .4 miles/3-minute walk from the Music City Center. Please note, reservations will be made based on the hotel's availability and the blocks may sell out before the hotel cutoff date and/or the travel form due date.