

# ICAO/ACI OBSTACLE LIMITATION SURFACES (OLSS2021) Virtual Symposium

## Registration Fees

**Registration deadline is 3 December 2021**

Please note that the event platform is Zoom, which has 1000 person capacity. We will monitor registration numbers closely to ensure not to exceed maximum attendance. Once it is at capacity, we will close registration and accept requests to be waitlisted for event spaces that may open up on a first come - first served basis.

You can submit the request to be waitlisted to [ols@icao.int](mailto:ols@icao.int)

[\*View Cancellation Policy\*](#)

| <b>CATEGORY</b>  | <b>FEES (\$USD)</b>    |
|--|------------------------|
| <b>*Documentation Required*</b>                              |                        |
| <b>Member State and Government Officials*</b>                | <b>Free of Charge*</b> |
| <b>International Organizations*</b><br>Two (2) Registrations | <b>Free of Charge*</b> |

|  |                        |
|--|------------------------|
| <b>Additional International Registrations*</b>   | <b>\$ 200.00 USD*</b>  |
| <b>List of International Organizations</b>   |                        |
| <b>Speakers, Moderators*</b>   | <b>Free of Charge*</b> |
| <b>ICAO Staff, Resident Delegations*</b>   | <b>Free of Charge*</b> |
| <b>ACI Member*</b><br><b>Two (2) Registrations</b>   | <b>Free of Charge*</b> |
| <b>Additional ACI Member Registrations*</b>  | <b>\$ 200.00 USD*</b>  |
| <b>Industry/General Public</b>   | <b>\$ 250.00 USD</b>   |
| <b>Academia*</b>   | <b>\$ 100.00 USD*</b>  |
| <b>Sponsors*</b><br><b>Platinum 6 Registrations*</b><br><b>Gold 4 Registrations*</b><br><b>Bronze 1 Registrations*</b> | <b>Free of Charge*</b> |
| <b>Additional Sponsor Registrations*</b>   | <b>\$ 200.00 USD*</b>  |
| <b>Exhibitors*</b> <b>2 Registrations*</b>   | <b>Free of Charge*</b> |
| <b>Additional Exhibitor Registrations*</b>   | <b>\$ 200.00 USD*</b>  |

|   |                        |
|---|------------------------|
| <b>Media Partners/Supporting Organizations<br/>3 Registrations*</b> | <b>Free of Charge*</b> |
| <b>Additional<br/>Media/Organization Registrations*</b>             | <b>\$ 200.00 USD*</b>  |
| <b>Press/Media*</b>   | <b>Free of Charge*</b> |

## **\*Documentation Requirements for Registration\***

### **\*Member State and Government Officials**

A formal Letter of Designation/Nomination from the State on official letterhead and signed on behalf of the State concerned, by a person duly authorized is required for free registrations. Once approved by ICAO, voucher code(s) will be provided to the individuals identified by the State with instructions on the registration process.

Please submit the letter to [ols@icao.int](mailto:ols@icao.int)

### **\*International Organizations**

A formal Letter of Designation/Nomination from the Organization, as listed by ICAO, on official letterhead and duly signed by the Head of the Organization is required for free registrations. Once approved by ICAO, registration voucher codes will be provided to the 2 individuals nominated in the letter, as well as instructions on the registration process.

Please submit the letter to [ols@icao.int](mailto:ols@icao.int)

The above documentation also applies in order to receive the discounted price to **\* Additional Registrations** prior to registration and fee payment.

### **List of International Organizations**

#### **\* ICAO Staff Members and Resident Delegations**

Proceed to Online Registration. A valid ICAO email address is required.

#### **\* Speakers, Moderators**

*Speakers and Moderators* will be registered by the OLS Programme Office, once confirmed as a speaker.

Send notification to [ols@icao.int](mailto:ols@icao.int)

#### **\* ACI Members**

1. To obtain a voucher code, please contact ACI at [events@aci.aero](mailto:events@aci.aero) who will verify your membership and provide you with a voucher code if applicable. Once you obtained your voucher code and in order to use it for your registration, please choose "International Organization" under the designation field and choose ACI in the drop-down list of Organizations. Enter the voucher code where it is indicated in the form and proceed to complete and submit your registration.

2. Additional ACI Members, select from scroll down ACI Members (Airports and WBPs) and you will be prompt to the appropriate section to register and pay US\$200 fee.

### \* **Academia**

Students and Academic employees must submit proof of Full Time Status or Employment

*Students* can contact the registrar to request documentation of current full-time enrollment.

Academic employees can submit a letter from their respective employers.

Send to [ols@icao.int](mailto:ols@icao.int)

### \* **Sponsors, Exhibitors, Media Partners/Supporting Organizations**

Voucher codes to register will be provided by the ICAO Business Development Unit upon contract completion. To receive the voucher codes or for any enquiry, please contact [BusinessDevelopment@icao.int](mailto:BusinessDevelopment@icao.int)

\* Additional Representatives in the above categories, prior to registering at the reduced rate, the contract holder is required to provide the name(s) for approval prior to registration to [BusinessDevelopment@icao.int](mailto:BusinessDevelopment@icao.int)

### \* **Media/Press**

For more information click [Media Accreditation](#)

## Cancellation Policy

1. If you wish to cancel your participation in ICAO/ACI Obstacle Limitation Surfaces Symposium (OLSS 2021), please login to [My Events](#) account and select the event from which you wish to cancel your registration.

2. Registrants who are unable to attend the event will receive a refund (less **30% of the registration fee for administrative charge – minimum charge of \$100**) on cancellation requests **received 14 calendar days** (23 November 2021) prior to the event start date.

Regrettably, NO REFUNDS will be granted thereafter.

ICAO reserves the right to cancel any programs and assumes no responsibility for personal expenses.

A substitute registrant **CANNOT** be designated in lieu of the original registrant.