



AMCI Meeting FAQs

Are early-bird discounts available?

Yes, early-bird discounts are available until the deadline listed on the registration page. Additional discounts are offered for registering three or more individuals from the same company (AMCs).

Do concurrent and general session speakers need to register?

Yes! The same rates and early-bird discounts apply to all speakers.

How do I book hotel accommodation?

Visit the Hotel & Travel page for details. Please book your room(s) exclusively through AMCI-provided information to avoid scams offering housing deals. **Note: AMCI does not use an outside housing bureau. Please ignore and delete any unsolicited offers and report phishing attempts.**

Do I need to pre-select breakout or concurrent sessions?

No, pre-registration for breakout sessions is not required. You can choose your sessions on-site.

May I access a list of attendees?

After the early-bird registration deadline, an attendee list will be posted on the website, accessible via password-protected sign-in. **Note: AMCI does not sell registration lists. Please disregard any solicitations claiming to offer the attendee list and report phishing attempts.**

What is the attire for the meeting?

Suggested attire is business casual:

- Khakis, slacks, or jeans
- Collared shirts, blouses, or dresses
- Seasonal sport coat or blazer (optional)

**Who can attend the AMCs by Size Roundtables?**

These sessions are exclusively for AMC owners and C-suite executives. Concurrently, there may be sessions for non-owners/C-Suite AMC executives and Industry Partners to attend.

Which events can guests attend?

Guests may attend evening events only. To attend sessions or meal functions, guests must register and pay a fee.

Can I bring my children to the event?

To maintain a professional environment and ensure the safety and comfort of all participants, AMCI events are intended for adult attendees only. As such, individuals under 21 are not permitted to attend any AMCI-sponsored events, including general sessions, breakout sessions, networking events, and exhibit areas.

We appreciate your understanding and cooperation in upholding the quality, safety, and integrity of our events.

What is the cancellation policy?

Email cancellation requests to info@amcinstitute.org

- Cancellations made 60 days prior to the meeting will receive a full refund, less a \$75 processing fee.
- Cancellations made 59–30 days prior or during the meeting are non-refundable.
- Substitutions: Registrant substitutions are allowed and incur a \$25 processing fee.

Send substitution requests to info@amcinstitute.org



How can I become a speaker for a future event?

After the meeting, look for a Call for Proposals in your inbox. Submissions will be reviewed by the Meeting Content Committee, which selects presentations and speakers for future programs.

Can I earn a CEU credit by attending?

You can earn up to 10 CEUs toward earning or maintaining your Certified Association Executive (CAE) designation by attending. AMC Institute attendees must self-report their CAE credits to ASAE directly following the event.

- Generals Sessions - 1-hour (each)
- Concurrent Sessions - 1-hour (each)
- AMCs by Size Session - 1.5 hour
- HIIT Session - 1-hour

If you have any questions or require further clarification, please contact us at events@amcinstitute.org