



REGISTRATION FORM

Please complete this registration form to confirm your attendance and send your completed form to Jennifer MaClaren jmaclaren@keystoneagencypartners.com by 5pm EDT on Wednesday, 3/25/2022. If you are unable to book your flights by 3/25, please complete and return Page 1. You may send your flight details (Page 2) at a later time ahead of the forum. .

Forum Start: Monday, 4/11/2022 at 12:00 EDT

Forum End: Tuesday, 4/12/2022 at 12:00 CDT

Hotel: Thompson Austin, 506 San Jacinto Blvd, Austin, TX 78701 [Website](#)

More Details: Visit the Partner Portal at www.keystoneagencypartners.com/portal/ (**User:** KAPAgency **PW:** LeadershipForum2022)

Traveler Information	
FULL LEGAL NAME (FOR HOTEL RESERVATION)	
PREFERRED NAME (if different than legal name)	
AGENCY NAME	
EMAIL	
CELL PHONE NUMBER	
WORLD OF HYATT NUMBER	
Hotel Information	
<p>Please indicate your anticipated check-in and check-out date of Thomson Hotel. KAP will be covering attendees hotel accommodations for the event [for 1 or 2 nights]. If you wish to extend your stay at the hotel, please indicate that below. KAP will manage your complete reservation, ensuring you will not need to transfer rooms. However, you will be responsible for paying for the additional nights at the time of check-out. Additional nights booked by 3/25, will receive the the group discounted rate of \$269/night.</p>	
HOTEL CHECK IN TIME & DATE*	
HOTEL CHECK OUT TIME & DATE*	
Special Requests & Needs	
DO YOU HAVE ANY DIETARY RESTRICTIONS?	
DO YOU HAVE ANY SPECIAL LOGISTICS OR ACCOMODATION NEEDS (E.G., TRAVELING WITH A PET, ACCESSIBILITY REQUIREMENTS, ETC.)	
OTHER SPECIAL REQUESTS OR NEEDS WE SHOULD BE AWARE OF?	

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FLIGHT INFORMATION

Please provide your flight information for ground transportation scheduling. KAP will arrange for your ground transportation to and from the airport. Please expense your air travel through your agency's standard business expense process. Flights should be booked to arrive at the hotel by 12:00 PM EDT on Monday, 4/11/2022 and depart no earlier than 2:00 PM EDT on Tuesday, 4/12/2022. You may choose to arrive the day prior (Sunday, 4/10/2022) and KAP will cover the cost for your hotel stay.

ARRIVAL FLIGHT DATE	
ARRIVAL FLIGHT AIRLINE/FLIGHT#	
ARRIVAL FLIGHT TIME	
DEPARTURE FLIGHT DATE	
DEPARTURE FLIGHT AIRLINE/FLIGHT#	
DEPARTURE FLIGHT TIME	