

CPE Checklist for Attendees

Pre-learning activity

Process	Check ✓
All registered attendees will receive a notice that explains the process to follow in order to obtain CPE credits prior to the conference.	<input type="checkbox"/>

During Group Live:

Process	Check ✓
NASBA requires CPE program providers to monitor participant attendance. To meet this requirement, ACI-NA staff will prepare a list of codes for each session that offers CPE credits. Each session will have two codes , one being displayed at the beginning and one at the end.	<input type="checkbox"/>
Moderators will announce the code at the beginning and the end of each session. Attendee should make note of both codes. Both codes will be required on the CPE form to receive full credits for the learning activity. If only one code is provided, only partial credits will be received based on the length of the learning activity. Codes will not be provided at a later time.	<input type="checkbox"/>

Post-learning activity

Process	Check ✓
You should have received an email explaining how to obtain your CPE credits before the conference. Please complete the online CPE form before Wednesday, July 12, 2023.	<input type="checkbox"/>
You are required to enter two codes for each session in order to get the full credit. Missing or incorrect codes will result in partial or no CPE credits being given for the learning activity. Codes will not be provided at a later time.	<input type="checkbox"/>
The online CPE form must be completed within 180 days after the last day of the learning activity. Any submission received after December 28, 2023 can NOT be honored. If you complete the CPE form on or after July 12, 2023, please reach out to the Economic Affairs Team on econaffairs@airportsCouncil.org to inform us of your CPE form completion.	<input type="checkbox"/>
You shall receive a confirmation email after completing the CPE form with a link to access your CPE certificate after July 12, 2023. If you any questions, please contact ACI-NA's Economic Affairs team at EconAffairs@airportsCouncil.org .	<input type="checkbox"/>

Notes for CPE Codes (2023 Business of Airports Conference)

This page is only for note-taking purposes. Please make sure to complete the online CPE form immediately after the conference ends.

Session	Code (Start)	Code (End)
Monday, June 26, 2023		
Strategic Planning and Performance Management Working Group (1 CPE Credit)		
Airport and Airline Business Working Group (1 CPE credit)		
Financial Regulatory Implications Working Group (1.5 CPE Credits)		
Accounting and Financing Working Group (1.5 CPE Credits)		
Finance Committee Meeting (1.5 CPE Credits)		
Tuesday, June 27, 2023		
General Session 1: Amazon Global Air (1 CPE Credit)		
Session 2C: Understanding Environmental, Social, and Governance (ESG) and Financial Disclosure (1 CPE Credit)		
Session 3C: The Strategic Capital Improvement Program Financial Planning – Challenges and Solutions to a Volatile Capital and Operating Environment (1.5 CPE Credits)		
Session 4C: How to Finance Airport Capital Improvement Program in a Volatile Capital and Operating Environment (1.5 CPE Credits)		
Wednesday, June 28, 2023		
General Session 2: Expanding DEI in the Airport Industry (1 CPE Credit)		
Airport Finance Roundtable by Hub Size (2 CPE Credits)		
Session 7A/C: Roundtable with Airlines (1.5 CPE Credits)		
Session 8C: Roundtable with Rating Agencies (1.5 CPE Credits)		



Now you can complete the CPE form on the go by scanning the QR code. Simply scan the code to access the CPE form right after your CPE activities. We recommend that you only start completing the form once you have **all** the CPE codes.