

## **CPE Checklist for Attendees**

### **Pre-learning activity**

Process	Check <input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/>
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 <b>two codes</b> , 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. <b>Codes will not be provided at a later time.</b>	<input type="checkbox"/>

### **Post-learning activity**

Process	Check <input checked="" type="checkbox"/>
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 9, 2025.	<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. <b>Codes will not be provided at a later time.</b>	<input type="checkbox"/>
The online CPE form must be completed within <b>180</b> days after the last day of the learning activity. Any submission received after <b>180</b> days can <b>NOT</b> be honored. If you complete the CPE form on or after July 9, 2025, please reach out to the Economic Affairs Team on <a href="mailto:econaffairs@airportscouncil.org">econaffairs@airportscouncil.org</a> 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 9, 2025. If you any questions, please contact ACI-NA's Economic Affairs team at <a href="mailto:EconAffairs@airportscouncil.org">EconAffairs@airportscouncil.org</a> .	<input type="checkbox"/>

### Notes for CPE Codes (2025 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)
<b>Monday, June 23, 2025</b>		
Strategic Planning and Performance Management Working Group (1 CPE Credit)		
Accounting and Financing Working Group (1 CPE credit)		
Financial Regulations and Policy Working Group (1.5 CPE Credits)		
Airport Business Working Group (1.5 CPE Credits)		
Finance Committee Meeting (1.5 CPE Credits)		
<b>Tuesday, June 24, 2025</b>		
Opening Keynote: Strategy in a World of Disruption (1 CPE Credit)		
Striking the Balance: How Chief Financial Officers and Chief Commercial/Revenue Officers Drive Airport Projects Together (1 CPE Credit)		
Navigating Economic Vertigo: Airport Finance Resilience Planning (1.5 CPE Credits)		
The Strategic Capital Improvement Program Financial Planning: Challenges and Solutions to Volatile Capital and Operating Environment (1.5 CPE Credits)		
<b>Wednesday, June 25, 2025</b>		
Keynote: Southwest Airlines (1 CPE Credit)		
Airport Finance Roundtable by Hub Size (2.5 CPE Credits)		
Roundtable with Airlines (1.5 CPE Credits)		
How to Manage Disruptions: Supporting Workforce and Financial Implications (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.