

## Registration Fees and Documentation Requirements

### First Advanced Air Mobility Symposium (AAM 2024)

ICAO [First Advanced Air Mobility Symposium](#) registration categories, their respective costs and documentation requirements are contained in the table below.

Kindly review the information on the **categories, fees, and the required documentation**.

If you have any questions, please contact [RPASevents@icao.int](mailto:RPASevents@icao.int).

See the Cancellation Policy at the end of this document.

Category	Fees (\$USD)	Reference
<b>Member States and Government Officials</b>	Free of Charge *	
<b>International Organizations</b>		
• <b>Two (2) Registrations</b>	Free of Charge *	<a href="#">List of International Organizations</a>
<b>Additional International Organizations</b>	USD 750.00 *	
<b>Speakers, Moderators</b>	Free of Charge	
<b>RPASP, AAM SG, UAS-AG Members</b>	Free of Charge*	
<b>ICAO Staff, Resident Delegations</b>	Free of Charge *	
<b>Industry / General Public</b>	USD 1,500	
<b>Start-up and small enterprises*</b>	Free for the first 100 participants to register *	
<b>Academia*</b>		
<b>Academic staff</b>	USD 200.00 *	
<b>Students</b>	USD 75 (100 seats available) *	
<b>Sponsors</b>		
• <b>Event 12 Registrations</b>	Free of Charge *	
• <b>Platinum 8-12 Registrations</b>	Free of Charge *	
• <b>Gold 6 Registrations</b>	Free of Charge *	<a href="#">ICAO Business Development Unit</a>
• <b>Bronze 2 Registrations</b>	Free of Charge *	
<b>Additional Sponsor</b>	USD 750.00	
<b>Exhibitors</b>		
• <b>Two (2) Registrations</b>	Free of Charge *	
<b>Additional Exhibitor</b>	USD 750.00 *	
<b>Media Partners / Supporting Organizations</b>		
• <b>Three (3) Registrations</b>	Free of Charge *	
<b>Additional Media Partner / Supporting Organization</b>	USD 400.00 *	
<b>Press / Media</b>	Free of Charge	<a href="#">Media Accreditation</a>
<b>TRAINAIR PLUS Members (Two (2) registrations)</b>	Free of Charge *	

*\*This rate requires prospective attendees to provide the appropriate documentation to [RPASevents@icao.int](mailto:RPASevents@icao.int) in order to register (see Documentation Requirements for Registration)*

## Documentation Requirements for Registration

### Member States and Government Officials

A formal **Letter of Designation/Nomination** from a Member State, on official letterhead and signed by the highest authority for the government entity of the State, is required to qualify for free registration(s). The letter should be addressed to the ICAO Secretary General in response to [First Advanced Air Mobility Symposium State letter AN 13/66-23/69](#). Please include the full name, title, and email address for each nominee.

Once approved by ICAO, voucher code(s) will be provided to the individuals nominated by the State with instructions on the free registration process.

**Please submit the letter of Designation/Nomination to [RPASEvents@icao.int](mailto:RPASEvents@icao.int).**

### International Organizations

A formal **Letter of Designation/Nomination** from an international organization (IO), on official letterhead and signed by the Head of the IO, is required to qualify for free registration(s). The letter should be addressed to the ICAO Secretary General in response to [First Advanced Air Mobility Symposium State letter AN 13/66-23/69](#). Please include the full name, title, and email address for each nominee.

Once approved by ICAO, voucher code(s) will be provided to the maximum of two (2), nominated individuals with instructions on the free registration process.

Please note that only international organizations which are recognized by ICAO can register to attend in this category. The following link contains a list of **recognized IOs**: [List of International Organizations](#).

**Please submit the letter of Designation/Nomination to [RPASEvents@icao.int](mailto:RPASEvents@icao.int).**

### Additional International Organization Registrations

Prior to registration and fee payment, the above documentation also applies in order to receive the discounted price prior to registration and fee payment.

### Speakers, Moderators, ICAO Expert Groups

#### Speakers and Moderators

Confirmed speakers will be registered by ICAO and registration information will be provided to them via email.

#### RPAS Panel, AAM SG and UAS-AG Members

Please notify [RPASEvents@icao.int](mailto:RPASEvents@icao.int) regarding your attendance at [First Advanced Air Mobility Symposium](#). Kindly indicate the ICAO expert group(s) you are affiliated with **and** which State or International Organization. Once verified, you will be provided with registration information and a voucher code.

**Any queries can to be sent to [RPASEvents@icao.int](mailto:RPASEvents@icao.int).**

## ICAO Staff, Resident Delegations

ICAO Staff are invited to register using their ICAO email address. Please see the [First Advanced Air Mobility Symposium](#) and click on the [Registration Open](#) link on the top right to register.

### Resident Delegations

1. Delegations using the email extension **@icao-delegations.org** have been added to the ICAO registration system can register via the DRONE ENABLE 2023 event site at [First Advanced Air Mobility Symposium](#) **State letter AN 13/66-23/69**.
2. Delegations who do not have an **@icao-delegations.org** email extension are asked to kindly contact [RPASEvents@icao.int](mailto:RPASEvents@icao.int) to notify that you wish to register. Registration assistance will be provided.

## Start-up and Small Enterprises

**Start-up and Small Enterprises** are eligible for **1 free registration per enterprise** if either the enterprise has:

1. less than 50 employees and no revenue; or
2. less than 20 employees and revenues for the year 2022 is below 1 million USD

Kindly provide proof of business registration/incorporation, documentation regarding the revenue and employee requirements outlined above.

Additionally, please provide an official nomination letter on company letterhead and signed by the CEO/President, providing the full name and email address of the person attending.

Once approved by ICAO, voucher code will be provided to the individual nominated with instructions for the registration process.

**Please submit the letter and documentation to [RPASEvents@icao.int](mailto:RPASEvents@icao.int).**

## Academia

**Academic employees** are requested to provide a **letter** from their respective employer prior to registering for the symposium. This letter, on letterhead, should include the full name, academic institution and email address. Once approval is granted you will be informed that you can proceed to register for the symposium.

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

Kindly send the above-mentioned information to [RPASEvents@icao.int](mailto:RPASEvents@icao.int) for approval by ICAO.

Once approval is granted you will be informed that you can proceed to register for the symposium.

## Sponsors, Exhibitors, Media Partners / Supporting Organizations

**Voucher codes** to register will be provided by the ICAO Business Development Unit (BDU) upon contract completion. To request voucher codes, or should you have any questions, please contact BDU at [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. [BusinessDevelopment@icao.int](mailto:BusinessDevelopment@icao.int).

## Press / Media

**Media credentials** are required and can be uploaded to the registration portal for approval.

For more information visit [Media Accreditation](#).

## ICAO TRAINAIR PLUS Members

**ICAO TRAINAIR PLUS Members** are requested to provide a **letter** from their respective employer prior to registering for the symposium. This letter, on letterhead, should include the full name of the training center, and email address. Once approval is granted you will be informed that you can proceed to register for the symposium. Two (2) free passes are the maximum number provided in this category.

## Cancellation Policy

1. If you wish to cancel your participation in the [First Advanced Air Mobility Symposium](#), please login to [My Events](#) and select the event for which you wish to cancel your registration.
2. Registrants who are unable to attend an event will receive a refund (less 30% of the registration fee for administrative charge – minimum charge of USD 100.00) on cancellation requests received 14 calendar days 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.

**Any queries can to be sent to** [RPASEvents@icao.int](mailto:RPASEvents@icao.int).