



Public Affairs Council  
MANAGE YOUR WORLD

## PUBLIC AFFAIRS INSTITUTE

First-Year Application

January 8-11, 2024  
The Waterfront Beach Resort  
Huntington Beach, California

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FULL NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

FIRST NAME FOR NAME BADGE \_\_\_\_\_

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### Additional Requirements

Along with this form, please provide the following information in a supplemental statement. This is a requirement of the application process.

- Number of years of experience you have in public affairs (minimum seven years)
- Name and title of the person to whom you report
- Biographical sketch, including a succinct description of your current responsibilities
- Brief description of your objectives in attending the Public Affairs Institute

### Enrollment Process

You will be notified of admittance into the program within one week of receipt.

## Fees

Fees for the 2024 Public Affairs Institute consist of: tuition and meals, lodging, class dinners, transportation and personal expenses.

### **1. Registration: Tuition & Meals**

Tuition makes up the majority of the cost of this three-year program, as it allows the Public Affairs Council to bring in top-notch expert faculty. A mandatory meal package includes three hot breakfasts, three lunches, all refreshment breaks and receptions, Monday night's welcome dinner and Thursday night's farewell dinner. This fee is included in the registration fee. Please check the registration rate below that applies to you. An invoice will be provided with acceptance of your application.

Public Affairs Council member	<input type="checkbox"/> \$5,250/year (billed separately each year)
Non-member	<input type="checkbox"/> \$6,750/year (billed separately each year)

### **2 Lodging**

The fee for your stay at The Waterfront Beach Resort is \$305/night plus tax. The standard resort fee has been waived by the hotel. Reservation instructions will be provided with confirmation of your registration.

### **3. Class Dinners**

On Tuesday and Wednesday evenings during the week of the program, participants typically dine out as a class. These dinners are optional but widely attended. The cost varies depending on venue, and the total bill is divided equally among participants. Each person's portion will be billed back by the Public Affairs Council via credit card, approximately two weeks following the program. A separate form for credit card information will be provided upon registration.

### **4. Transportation and Personal Expenses**

Airline tickets, transportation to off-site functions and other personal expenses are not included in the fees listed above.

## Payment

The registration fee must be paid in full to the Public Affairs Council within 60 days of registration or by Monday, November 13, 2023, whichever date comes first. If payment is not received by the due date, your registration may be canceled.

## Deadlines and Cancellation Policy

The final registration deadline is Monday, November 13, 2023. However, space is limited for the first-year class. Once the class is full, we will take a waitlist.

It is our goal to fill the first-year class to its capacity of 35 seats and not to charge unnecessary cancellation fees. If you have a conflict, please let us know right away. Ideally we can fill your seat and you won't be charged. However, if we do not sell out, the following penalties apply.

Cancellations received by Monday, November 13, 2023 will be fully refunded. Cancellations received after that date will be subject to a 50% penalty charge. No refunds will be given after Monday, December 11, 2023.

## Return Completed Forms

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Questions? 202.787.5965