

Please use this as a guideline for fields to incorporate into your web-registration sites. Yellow highlighted items are required fields for domestic programs; blue and yellow highlighted fields are required for all international programs and/or attendees. We have also added sample verbiage that may be helpful in requesting this information.

- Attendee Last Name  
(As it appears on passport or Government issued I.D. you will be traveling with)
- Attendee First Name  
(As it appears on passport or Government issued I.D. you will be traveling with)
- Attendee Middle Name  
(As it appears on passport or Government issued I.D. you will be traveling with)
- Business Phone Number
- Mobile Phone Number
- Home Phone Number
- E-mail Address
- Business Fax Number
- Emergency Contact
- Gender
- Date of Birth (give the formatting example you need mm/dd/yy)
  - ◆ DOB/Gender are mandatory TSA requirements and are to be included in every reservation
- Citizenship
- Passport Number
- Country of Issue
- Expiration Date
- Will they be taking a guest? (Y/N text box)
  - ◆ If yes, please include above information for guest.
  - ◆ It is helpful for AFS to know if a guest will be registering so we can match up flights accordingly.
- Departure Airport
- Departure Date
- Preferred Time
- Arrival Airport
- Return Date
- Preferred Time
- Preferred Airline
- Frequent Flyer Number(s)
- Preferred Seating
- Text box for Extension/Deviation Request



## Sample Verbiage

Please enter your legal name as it appears on your Government issued I.D. during registration. Please capitalize the first letter of your first, middle, and last name. (i.e. John Michael Doe). Your registration will be forwarded immediately to our air department. If your name needs to be corrected after you approve your itinerary, the change fees assessed by the airlines will be your responsibility. It is important that your name on your Government issued I.D. match your airline ticket or the airlines may not permit you to board your flight.

All air arrangements will be coordinated by XXXXXX Air Fulfillment Desk. Your completed air registration form will be immediately received by the Air Fulfillment Desk. You will be e-mailed a proposed itinerary within 72 business hours of registration. You must approve your itinerary within 24hours.