



## Oral Examination Information

### Exam Dates: April 16 & 17, 2012

#### Oral Examination Registration Process

##### Exam Dates

April 16 & 17, 2012

##### Location

Boston, MA

##### Application Deadline

The Oral Examination Registration form must be received in the Central Office by January 6, 2012. Applications received after that date will be returned unprocessed.

##### Examination Fee

The Oral Examination fee is \$425 and is non-refundable.

##### Payment

Payment must be via check or money order (in U.S. funds) and must be included with the Oral Examination Registration Form. **Applications received without payment will not be processed**

**We are unable to process payment via credit card.**

##### Testing Sessions

We hope to have a testing slot available for each Candidate who applies to sit for the examination. However, should the ABE have more applications than the available sessions, we will conduct a lottery to randomly select the Candidates to be examined.

##### Lottery

This lottery, if necessary, will take January 6, 2012 and will include all applicants whose Registration Form was received in the Central Office by January 6, 2012. If a lottery is necessary, those Candidates not selected will be assigned a session in the November 29 –December 1, 2012 Oral Examination in St. Louis.

##### Notification

Notification will be sent out on January 7, 2012 via email \*\* to all Candidates who have applied by January 6, 2012.

##### Schedule.

Candidates participating in the Boston Oral Exam will be notified by email on January 13, 2012 of the time, date and location of their examination.

##### Cancellations

Candidates who request to withdraw from the Oral Examination must notify the Central Office at [abe@aae.org](mailto:abe@aae.org) that they will be submitting written notification that they are withdrawing from the exam. The notification must be sent to ABE, 211 E. Chicago Ave, Ste 1100, Chicago, IL 60611.

Candidates who withdraw will be required to submit a new payment of \$425 with their subsequent Oral Examination Registration forms.

Candidates, withdrawing because of special circumstances (i.e. illness, family emergency, or natural disaster) may submit a written request to the Board that their Oral Examination fee transfer to a subsequent examination.. The decision will be at the sole discretion of the Board. Candidates will be notified in writing of the Board's decision.

##### Hotel Rooms – Marriott Copley Place

The Boston Marathon is taking place on Monday, April 16, 2012; therefore hotel rooms in Boston will quickly fill to capacity. It is strongly suggested that you review the information on page 2 and make your Annual Session hotel reservation as soon as registration opens on December 14, 2011. Included in the January 7, 2012 email will be information on how to make hotel reservations for the Oral Exam.

**I have read and understand the policies as stated above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\* We update our database directly from the AAE's database. It is the responsibility of all Candidates to keep their email address current with the AAE, contact Larisa Bezak in the AAE's membership department at [lbezak@aae.org](mailto:lbezak@aae.org) to update your contact information. Please remember, we can not notify you if your information is out-of-date.**

The AAE has reserved a block of guestrooms at the following hotels:

**Hotel Rooms**

Marriott Copley Place  
(Official Headquarters Hotel)  
110 Huntington Ave.  
Boston, MA 02116  
Phone: 617/236-5800  
Fax: 617/236-5885  
[www.marriott.com/hotels/travel/bosco-boston-marriott-copley-place/](http://www.marriott.com/hotels/travel/bosco-boston-marriott-copley-place/)

Westin Copley Place  
10 Huntington Ave.  
Boston, MA 02116  
Phone: 617/262-9600  
Fax: 617/424-7483  
[www.westincopleyplaceboston.com/](http://www.westincopleyplaceboston.com/)

**Rates**

The following group rates will be offered to AAE Annual Session attendees until March 23, 2012, or until the room block is filled, whichever occurs first. After that time, rates and reservations will be subject to availability. Rates apply to single/double occupancy and are subject to 14.45 percent local and state taxes. Listed suite rates include one bedroom; additional bedrooms, if available, are subject to the standard group room rate.

**Marriott Copley Place**

Standard Rooms: \$260  
Suites (reservation by phone only):  
Executive Suites.....\$480  
Hospitality Suites.....\$660

**Westin Copley Place**

Standard Rooms: \$65

**Reservation Procedures**

To make your reservation for a standard room, go to the AAE website at [www.aae.org/annualsession](http://www.aae.org/annualsession) and select "Make Hotel Reservations" from the "Access Now" menu on that page. Or, you may reserve your room by calling the Marriott Copley Place directly at 617/236-5800 or the Westin Copley Place at 617/262-9600. Be sure to identify yourself as an AAE Annual Session attendee. Suite reservations at the Marriott Copley Place may be made by contacting Sharon Turner at 610/236-5800, ext. 4077.

**Deposit/Cancellation Policy**

A deposit (equal to room and tax for two nights) will be applicable at the time of reservation. This deposit will be fully refunded if the hotel receives notice of cancellation at least seven days prior to the date of arrival. This deposit is forfeited in its entirety for cancellations received within seven days prior to arrival and for all no-shows.