



## ACCREDITATION FINAL INTERVIEW WORKSHOP

The Southwest Chapter of AAEE will be hosting the **ACCREDITATION FINAL INTERVIEW WORKSHOP** on Saturday, January 22, 2022 at the [62<sup>nd</sup> Annual Airport Management Short Course](#) in Monterey, California. This one-day workshop will assist candidates in completing the AAEE accreditation program and teach them how to better prepare for the final interview.

The workshop will take place in the Ocean Club Room at the Monterey Plaza Hotel from 8:30 a.m. to 4:30 p.m. The registration fee of **\$275** includes breakfast, lunch, & workshop handouts. Dress for this meeting is business casual.

**REQUIREMENTS TO REGISTER FOR THE WORKSHOP:** Must be a current member of AAEE and an active candidate in the A.A.E. program. For more program information, contact Kevin Smith, A.A.E. at (530) 587-4119 ext. 105 or via email at [ksmith@fly2trk.com](mailto:ksmith@fly2trk.com).

**REGISTER ON-LINE** at [www.swaaae.org](http://www.swaaae.org). For more registration information, contact SWAAAE Headquarters at (480) 403-4604 or by email at [admin@swaaae.org](mailto:admin@swaaae.org).

### **AGENDA: SATURDAY, JANUARY 22<sup>ND</sup>**

*8:00 a.m. Continental Breakfast*

*Workshop 8:30 a.m. to 4:30 p.m.*

*Lunch Included*

*Times Subject to Change*

### **Topic Areas**

The Board of Examiners  
Accreditation Program Events  
The Regional Examiner's Role  
The Final Interview: Purpose, Process, Panel, Place and Time, Conduct, Pass/Fail Criteria  
Preparing for the Interview  
Four Sections of the Final Interview:  
- Finance & Administration  
- Planning, Construction, & Environmental  
- Operations, Maintenance & Security  
- Communications & Community Relations  
Do's and Don'ts of Interviewing  
Successful Interview Strategies  
Practice Interview Questions

### **REASONS TO ATTEND**

- ✓ Learn how to study and prepare for the final interview
- ✓ Interact with members of the AAEE Board of Examiners & Other AAEEs
- ✓ Participate in interview techniques
- ✓ Gain additional knowledge about the accreditation process
- ✓ Understand more about the value of accreditation
- ✓ Network with peers and fellow accreditation candidates
- ✓ Answer sample final interview questions
- ✓ Receive constructive feedback on your answers
- ✓ Learn how the final interview is conducted
- ✓ And much more