



ACCREDITATION FINAL INTERVIEW WORKSHOP

The Southwest Chapter of AAAE will be hosting the **ACCREDITATION FINAL INTERVIEW WORKSHOP** on Saturday, January 21, 2023 at the [63rd Annual Airport Management Short Course](#) in Monterey, California. This one-day workshop will assist candidates in completing the AAAE 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 AAAE and an active candidate in the A.A.E. program. For more program information, contact Rosalyn Bond, A.A.E. /C.A.E. at (408) 392-3510 or via email at rbond@sjc.org.

REGISTER ON-LINE by [clicking here](#). You may register for the workshop only or for the workshop and conference. For more registration information, contact SWAAAE Headquarters at (480) 403-4604 or by email at admin@swaaae.org.

AGENDA*: SATURDAY, JANUARY 21ST

8:00 a.m. Continental Breakfast

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

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 AAAE Board of Examiners & Other AAAs
- ✓ 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