



Tykeson Fellows Conference November 13-15, 2019 Atlanta, Georgia

Travel Reservations Guidelines:

- **Our program begins at 6:00 p.m. ET on Wednesday, November 13**
- **Please plan to arrive at the hotel by 4:00 p.m. ET**
- **The last session for this meeting ends at 8:00 p.m. on Friday, November 15; please plan to depart anytime on Saturday, November 16.**
- Travel between Hartsfield-Jackson Atlanta International Airport and the hotel will take about 30 minutes, so please plan accordingly.

Additional Travel Details:

- The Society will pay for the lowest economy round trip ticket to Atlanta, Georgia for you to attend this conference.
- The Society does not pay for upgrades to any other class (e.g. premium economy, business class, first class, etc.), nor upgrades for extra leg room. These costs must be personally funded by the conference participant. Be prepared to give our travel agent a credit card to cover any upgrades requested.
- Book your ticket at least 21 days in advance (by October 23, 2019) to allow our travel agent to get the best possible deals.
- Fees for changing your itinerary after your ticket is booked will only be covered under extenuating circumstances, with prior approval.
- The travel agent designated for this meeting is
 - **David Powers of ProTravel International Inc., New York.**
 - **Email: david.powers@protravelinc.com; Tel 1-646-747-9706**Email David with your name as it appears on your travel ID, your date of birth and departure city.

ProTravel will email you an itinerary, and will ask you to confirm the suggested flights before they can issue your tickets.

- In the event that you need to book your travel arrangements through your own travel agency, please note that it is the Society's policy to reimburse for the lowest discount fare, had you used our travel agency.
- Reimbursement will be made after the completion of the meeting. We will require a copy of your itinerary, proof of payment (e.g. a receipt from the travel agent, or a copy of your credit card statement) along with your boarding passes.

Questions?

Email jill.petersen@nmss.org