



Congratulations!

You have received a Travel Award to attend the 2015 Advocacy Summit in Washington, DC, from March 23<sup>rd</sup> -24<sup>th</sup>. Travel Awards cover travel expenses (transportation to and from the Summit) and hotel accommodations for one night. Awards given to attendees under the age of 18 will also include travel expenses and registration fees for a single accompanying adult.

Receiving an Advocacy Summit Travel Award is a distinct honor, as you will be visiting Capitol Hill to represent the more than 50 million Americans living with arthritis. You are expected to attend the 2015 Advocacy Summit in its' entirety, beginning at 11:00 AM on Monday, March 23<sup>rd</sup> and finishing with your scheduled Capitol Hill meetings on Tuesday, March 24<sup>th</sup>.

**Your acceptance of this Travel Award requires you to register and make your travel arrangements no later than Friday, February 13, 2015.**

Enclosed is a packet of information to assist you in registering for the Summit, arranging your travel, and preparing for your trip to Washington, DC. Please read the entire packet carefully.

If you have any questions after reading this packet, please call the Arthritis Foundation's Department of Advocacy and Access at 202-887-2913.

Best regards,

Sandie Preiss, Vice President, Advocacy and Access  
[spreiss@arthritis.org](mailto:spreiss@arthritis.org)

Laura Keivel, Manager, Grassroots Advocacy  
[lkeivel@arthritis.org](mailto:lkeivel@arthritis.org)  
202-887-2913

# 2015 Arthritis Foundation Advocacy Summit Travel Award Instructions

## Hotel Reservations

The Arthritis Foundation has established a direct bill with the hotel for Travel Award winners and will make your reservations for you at the Double Tree Crystal City, 300 Army Navy Drive, Arlington, VA 22202.

You will be asked to provide a credit card at hotel check-in to cover incidentals and any extra hotel expenses such as room service, damages, or video/internet rental.

**Please be sure to use a credit card as the hotel puts a hold on debit cards.**

Your reservations will be booked in your name, with check-in at 4:00 PM on Monday, March 23<sup>rd</sup>, and check-out at 10:00 AM on Tuesday, March 24<sup>th</sup>. You will need to leave your luggage with the bell hop on the morning of the 24<sup>th</sup>, prior to attending breakfast and the General Session.

**Please contact Laura Keivel at [lkeivel@arthritis.org](mailto:lkeivel@arthritis.org) or 202-887-2913 immediately if you will need additional nights approved because of your travel schedule. (This typically applies to West Coast attendees.)**

**Any additional nights are the financial responsibility of the attendees.**

If you have any special room requests such as handicap accessibility, a refrigerator for medications, double beds, or other needs, please contact Laura Keivel immediately at [lkeivel@arthritis.org](mailto:lkeivel@arthritis.org) or 202-887-2913.

## Travel Arrangements (Airfare/Train and Driving)

*All travel must be booked by February 13, 2015*

We have provided American Express Travel Services (AMEX) with your name as a travel award recipient. You ***must*** book your airfare or train tickets through American Express Travel Services.

**This is a telephone only process. If you have any additional transactions after your initial reservation is booked, you will be charged \$30 per transaction. The Foundation is not responsible for any transactions beyond the first booking.**

### **Booking Your Travel**

The phone number to place your reservation is:  
**1-800-248-7905**

Please use this meeting code when calling AMEX:  
**H4BC16235**

After calling AMEX you will receive a draft itinerary by e-mail. You **MUST respond to AMEX to approve or edit your itinerary within 24 hours of receiving the draft itinerary. If you fail to confirm your itinerary with AMEX within 24 hours, your itinerary will automatically be booked. Please verify that your full name, gender, and birth date are correct. It is your responsibility to confirm that all personal and flight information is correct or you will have to pay the aforementioned \$30 change fee to update your reservation.**

Please note, it may take AMEX up to five business days to email you with a draft itinerary. Please be sure to check your spam filter.

All reservations will be compared to the lowest logical air fare. You are highly encouraged to contact AMEX as early as possible to book the best fare.

Recipients wishing to drive must obtain approval from the Advocacy and Access Department if travel is more than 400 miles each way. The Arthritis Foundation will reimburse for personal car travel mileage at the federal government rate (based on the Arthritis Foundation's policies and procedures).

*As a reminder, all travel award recipients must adhere to the terms of the Travel Award including arriving in Washington, DC, no later than 10:30 AM on Monday, March 23<sup>rd</sup> to attend all Summit activities and departing from the 2015 Summit no earlier than 6:00 PM on Tuesday, March 24<sup>th</sup>.*

### **Planning to extend your trip to Washington, DC? Bringing the entire family?**

Please let us know immediately if you need to extend your hotel stay beyond one night. We will need to make sure the hotel can accommodate that request within our room block. **Extending dates for flights may be approved as long as it does not increase the costs to the Foundation for travel.**

**Prior approval is required for any travel arrangements not made via American Express Travel Services.**

**American Express Travel Services (AMEX)** offers instructions to assist with any travel beyond the scheduled Summit dates. **Any travel award recipient wishing to extend their travel beyond the budgeted costs for flights will be required to pay for their flights and submit the expenses for reimbursement.**

## **Incidentals**

Incidentals, including but not limited to transportation to and from the airport, meals, and wifi are not covered by the Travel Award.

## **Cancellation**

If the Travel Award recipient fails to attend the Advocacy Summit, they are responsible for reimbursing the Arthritis Foundation for their flights. Exceptions will be made for unexpected emergencies.

## **Terms and Conditions of this Travel Award**

By accepting this Travel Award, the Travel Award winner and/or guest paid for by the Arthritis Foundation agrees to attend the entirety of the Advocacy Summit, including trainings and sessions beginning at 11:00 AM on Monday, March 23<sup>rd</sup> and all scheduled Capitol Hill meetings and events on Tuesday, March 24<sup>th</sup>. **Failure to attend the entire Advocacy Summit may result in being charged for travel expenses, hotel expenses, and a \$100 charge per person, per meeting for any canceled Capitol Hill meetings.**

# Advocacy Summit Registration Instructions

Your Travel Award requires pre-registration for the Advocacy Summit so AF staff can adequately prepare for the event and book your Capitol Hill meetings. **You must register by Friday, February 13, 2015.**

## REGISTRATION FORM

- STEP 1:  
Please indicate the number of individuals you are registering for the Summit.
- STEP 2:  
Make sure to enter the contact information for the first attendee and answer any questions related to that attendee (i.e. special needs, dietary restrictions, emergency contact). If you are registering multiple attendees, the system will pre-populate certain fields for the additional attendees after the first registration is complete.
- STEP 3:  
For the 2015 Advocacy Summit, all attendees are required to attend one Advocacy Training session. You must select a training based on your experience level. Also, let us know if you will be attending the optional breakout session.

## **REGISTRATION COMPLETE!**

You will receive a confirmation page and a follow-up email.

## **Mark your calendar! Pre-Summit Q &A Conference Calls**

Please join us for an informational webinar prior to the 2015 Advocacy Summit. We will cover Summit details and answer any questions you may have. You only need to attend one call, and recordings of the calls will be posted on the Advocacy Summit [website](#).

Select from any **one** of the following dates/times (all calls are EST):

- Thursday, March 12<sup>th</sup> at 3:00 PM Eastern
- Monday, March 16<sup>th</sup> at 6:00 PM Eastern
- Wednesday, March 18<sup>th</sup> at 8:00 PM Eastern

## **WE NEED TO HEAR FROM YOU!**

Please contact the Public Health Policy and Advocacy Department immediately if:

- You wish to extend your stay in Washington, DC, beyond the dates of the Summit (hotel check-in is Monday, March 23<sup>rd</sup> and departure is Tuesday, March 24<sup>th</sup>). *The AF will not reimburse for additional nights; you will be required to submit your credit card for payment when you arrive at the hotel.*
- You need to arrive on Sunday, March 22<sup>nd</sup> (primarily West Coast travelers).
- You have special requirements for your hotel room/stay (i.e. a refrigerator for medications, wheelchair, service dog, etc.).
- You plan to drive to Washington, DC, or if you need to book your travel outside of the AF travel department.

For assistance with any of the above, please email Laura Keivel at [lkeivel@arthritis.org](mailto:lkeivel@arthritis.org) or call 202-887-2913.

## **DON'T FORGET!**

**Please book your flights and register for the 2015 Advocacy Summit no later than Friday, February 13<sup>th</sup>**

Try to attend one of our Pre-Summit Q&A Conference Calls:

- Thursday, March 12<sup>th</sup> at 3:00 PM Eastern
- Monday, March 16<sup>th</sup> at 6:00 PM Eastern
- Wednesday, March 18<sup>th</sup> at 8:00 PM Eastern