



Ardeo & CampusESP Enrollment Summit Travel Policy

We are excited for you to join us this year for the Ardeo & CampusESP Enrollment Summit in Boston, MA on April 5-6! We are excited to be partnering with CampusESP to host these events. Please note that registrations will be processed on a first-come, first-served basis. The guidelines around travel for the event, along with commonly asked questions, are below.

Agenda – More information about specific agenda sessions will be available soon.

- **Boston:** Please remember to book a flight that lands at Boston Logan International Airport no later than 10 am on Wednesday, April 5, and departs no sooner than 2 pm on Thursday, April 6. Our presentations begin at 12:30 pm on April 5 and will conclude by 12 pm on April 6.

Airfare – Ardeo will book flights for attendees. You will receive an email from our corporate travel agency, Egencia, to help with booking your flights. If, after booking your flight, you are unable to attend the event, you will be required to reimburse Ardeo for the full cost of the flight.

If driving (instead of flying) - Ardeo will reimburse up to \$300 toward eligible driving costs with receipts (including but not limited to mileage or vehicle rental, fuel, and parking). Please let us know as soon as possible if planning to drive so we can plan accordingly, or if you have questions about what is eligible for reimbursement.

Lodging - Lodging will be provided courtesy of Ardeo for the night of April 5 in Boston. Ardeo will make the hotel reservation for you. Additional nights, should you wish to extend your stay, are the individual's responsibility. If you are interested in extending your hotel reservation, please let the Ardeo events team know by March 22 for Boston.

Boston Hotel

Address: More info coming soon!

Phone number: More info coming soon!

Meals/Activity provided by Ardeo and CampusESP

- Wednesday – Lunch will be provided. Dinner will be a group dinner.
- Thursday – Breakfast will be provided. Lunch will be reimbursed up to \$25 so guests can get an early start to their travel.

Transportation via Uber between the airport and the hotel will be provided by Ardeo. You will receive an Uber voucher via email that will cover your ride to/from the hotel and airport.

Expenses not covered: Baggage fees and any meals outside of those provided as mentioned above.

Expense Forms – The expense report form will also be shared with the attendees after the event concludes. Completed forms and supporting itemized receipts should be submitted to events@ardeo.org by April 21 for Boston.





Frequently Asked Questions

Question: What am I committing to if I attend?

Answer: Our agenda covers a variety of topics that may help you in your role as you tackle enrollment management challenges and questions at your institution. You'll leave the summit with plenty of new ideas and connections.

Question: What is the recommended attire?

Answer: Business casual attire is recommended for daytime program events. We recommend packing layers as indoor/outdoor temperatures and individual comfort may vary.

Question: May I arrive early or extend my stay?

Answer: Yes, if you are interested in extending your stay outside of the program dates, please request those dates and rates with events@ardeo.org. It is important to note that reservations made outside of the room block are available on a first-come, first-served basis and will not be billed complimentary.

Question: Will I need to present a personal or corporate credit card at the time of check-in for incidentals?

Answer: Yes. All attendees staying at the hotel are required to present a personal credit card at the time of check-in. A hold will be applied to your card on file when checking in, to cover any incidentals or extended stay nights.

Question: May I bring a guest?

Answer: Yes! We ask that if you do bring a guest, you still attend the meetings and events that have been planned for the Enrollment Summit. However, your guest will not be able to join you for meetings and events. Let us know if you need help coordinating travel if traveling with a guest.

Question: What happens if someone gets sick during the meeting?

Answer: If you start to feel sick or notice any unexpected COVID-like symptoms at any point during or prior to the event, please notify an Ardeo or CampusESP staff member immediately. We will follow CDC protocols for handling the illness, which may include isolation and assistance with testing, contact tracing, and required communication.

Still have questions? Contact events@ardeo.org.

