

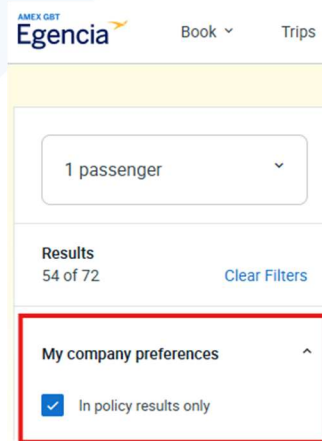


Ardeo User Group Details, Travel Policy and FAQs

We are excited for you to join us at the Spring Ardeo User Group! Please see below for travel, agenda and lodging details, along with commonly asked questions.

Airfare –

- To ensure you can attend all sessions, please book a flight to **Orlando International Airport (MCO)** in [Egencia](#) that:
 - Arrives by Monday afternoon on February 23rd. There will be an optional dinner on Monday at 6:00pm. This is not a required event – just time to connect!
 - Depart no earlier than 3:00pm on Wednesday, February 25th
 - Please book your flight no later than **January 22nd**.
- As you search for your flight, please filter by *in-policy results* (in the upper left-hand corner of Egencia, see screenshot for an example below) to ensure compliance with company travel guidelines. Once filtered, select the best flight that will have you arrive before dinner on Monday evening.



If driving (instead of flying):

- Please email Events@ardeo.org so that we can discuss mileage reimbursement. Ardeo will cover the costs of hotel parking for clients who are driving to the event.

Lodging:

- Ardeo will manage all hotel reservations for Monday, February 23rd and Tuesday, February 24th.

Meals provided by Ardeo:

- Monday, February 23rd: *Optional* dinner at 6:00pm
- Tuesday, February 24th: Breakfast, Lunch, and Dinner

- Wednesday, February 25th: Breakfast

Expenses not covered:

- Any meals outside of those provided as mentioned above
- Airline baggage fees
- Airport parking or mileage (if flying)

Frequently Asked Questions

1. What am I committing to if I attend?

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 event with plenty of new ideas and connections as you kick off a new recruitment cycle! Check out our Registration Page for details on our keynote Speakers. Final Agenda and sessions will be sent in the coming weeks.

2. Can I bring a personal guest to stay with me?

Yes, you're welcome to bring a personal guest to stay with you. However, we kindly ask that you continue to attend all Tuesday and Wednesday sessions and join us for the Tuesday evening dinner. Please note that personal guests are not permitted to attend the dinner or any event-related activities.

3. What is the recommended attire?

Business casual attire is recommended for daytime program events and casual attire for evening dinner.

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

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 credit card on file when checking in, to cover any incidental or extended stay nights.

5. Can I extend my stay?

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.

6. Why did I receive an email from Egencia asking if I have booked my hotel?

Ardeo will coordinate your hotel reservation for User Group.

Please note: Since hotel bookings are being handled outside of the Egencia platform, you may receive an automated email from Egencia prompting you to "book a hotel." You can disregard this message, as it's system-generated and cannot be disabled. Once your hotel reservation has been finalized, Ardeo will send you confirmation for your records.

Still have questions or would like any clarifications? Contact Events@ardeo.org