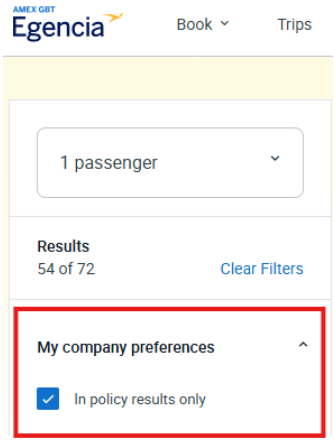
# Ardeo Enrollment Roundtable Details, Travel Policy and FAQs

**Airfare:**

- To ensure you can attend all sessions, please book a flight to **Orlando International Airport (MCO)** in Egencia that:
  - Arrives anytime on Tuesday, September 22.
  - Departs no earlier than 3:00 p.m. on Thursday, September 24. Attendance is required through 12 p.m.
  - Once you have registered, we will notify you when you need to book your flight.
- 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 on Tuesday, September 22.




**If driving (instead of flying)**:

- Please email Events@ardeo.org to 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 the nights of Tuesday, September 22 and Wednesday, September 23.

**Meals provided by Ardeo**:

- Wednesday, September 23: Breakfast, Lunch, and Dinner
- Thursday, September 24: 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. 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 Wednesday and Thursday sessions and join us for the Wednesday evening dinner. Please note that personal guests are not permitted to attend the dinner or any event-related activities.

**2. What if I need to cancel my attendance after my airfare has been booked?**
If you cancel your attendance after Ardeo has purchased and ticketed your airfare, you will be responsible for reimbursing Ardeo for the cost of the ticket. We encourage attendees to confirm their availability before travel arrangements are finalized, as airline tickets are non-refundable and non-transferable.

**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 the Enrollment Roundtable.
***Please note:*** Even though hotel bookings are being handled outside of the Egencia platform, you may still receive an automated email from Egencia prompting you to "book a hotel." **Please disregard this message**. Once Ardeo has completed your hotel reservation, we will send you confirmation information for your records.

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