

**ACM—SAIL Seminars
Considering Animals
Washington, D.C.
July 8-18, 2012**

PARTICIPANT LOGISTICS

The ACM-SAIL project grant will cover your lodging costs, round-trip air-fare to Washington, D.C., and meals while on-site.

I. Getting To and From Washington, D.C.

While ACM will cover all travel expenses for this event, only airline reservations made through Foremost Travel & Tours will be covered, unless prior arrangements have been made with the ACM office. This policy saves both money and time; Foremost Travel obtains low-cost fares, bills the ACM office directly, and serves clients professionally and personally. Travelers are still able to select a convenient schedule and receive frequent flyer mileage but do not have to worry about reimbursement and payment.

To make your flight arrangements:

- Contact Foremost Travel & Tours, toll free at 1-800-225-7185 or via email at dan@foremosttravel.com, and speak or write to Dan Lindell. Dan admits he is more accessible via e-mail, since he is often on the phone.
- Identify yourself as a participant in the ACM Considering Animals Seminar; Dan has a list of people who will be contacting him.
- Dan will check your options and, after consulting you, confirm your reservations. Tickets will be delivered electronically within 24 hours of confirming your reservation.

You must contact Foremost Travel for airfare by June 22, since making travel plans in advance saves a substantial amount of money. If you do not contact Dan by this date, you will need to make your own arrangements and pay for them; ACM will reimburse you the price of a 14-day advance ticket.

For more specific information about policy guidelines, refunds, and unused or lost tickets, consult the ACM office. Airlines have tightened their policies regarding changes and unused tickets. In most cases, unused tickets have no value; keep this in mind as you make your reservation.

Mileage and airport parking:

- ACM will reimburse you for mileage or cab fare to and from your departure airport and parking at the airport. Please note that you can be reimbursed only for long-term, economy parking at the airport.
- If you drive your own car, ACM will pay for mileage at a rate of \$0.555/mile.

Ground transportation:

Depending on when participants are arriving at the airport, ACM may be able to arrange group transportation between the airport and lodgings. We will send more information about this as individual travel plans are finalized.

ACM will also likely provide Metro cards for seminar participants. If you feel comfortable navigating the Metro on your own, you could travel by subway to the seminar lodgings; there is a Metro station at the airport, and one within a few blocks of the lodgings.

II. Accommodations in Washington, D.C.

ACM will cover the cost of your stay in Washington, D.C., for 10 nights, from Sunday, July 8 through Wednesday, July 18, 2012.

The group will be housed at the Foggy Bottom campus of George Washington University, which is located in the heart of Washington, D.C. Participants will stay in single occupancy rooms and may have access to private or shared bathrooms. All rooms are wi-fi enabled.

Check-in is at 3:00 pm EST on the day of arrival and check out should be completed by 11:00 am EST on the day of departure. More information about the lodgings, amenities, and check-in and check-out procedures will be sent as it is determined.

If you need to stay in Washington, D.C., beyond the period of the seminar, you will be responsible for arranging your own lodging at your own expense. Please note that you will not be able to extend your stay at George Washington University; they can only accommodate the ACM SAIL group for the period of the seminar.

You can make note of any dietary restrictions, ADA needs, or other special circumstances that should be accommodated during the seminar on the participant information form:

http://serc.carleton.edu/acm_sail/sail2012/registration.html

**PLEASE COMPLETE THE PARTICIPANT INFORMATION FORM
NO LATER THAN MAY 18, 2012**