



2016 ISAPP Meeting Travel Arrangements and Expense Reimbursement Policy

[Radisson Blu Marina Palace Hotel, Turku Finland](#)

June 7-9, 2016

The information in this document provides general guidance on travel to and accommodations at the 2016 ISAPP meeting. It also provides details on expense reimbursement policy for those participants who qualify.

ISAPP will reimburse travel costs for approximately 60 participants at this meeting, which constitutes our largest single budget expense. Therefore, we can only provide reimbursement for economy travel. ISAPP appreciates your efforts to be cost-conscious, by booking flights and accommodations in a timely manner and booking on discount airlines when available.

1. **Basic travel support:** Basic travel support is available to invitees who participate in the entire ISAPP portion of the meeting and fulfill requirements for meeting participation. **Industry Advisory Committee (IAC) representatives must cover their own travel expenses and accommodations**, but will not be charged for group meals or receptions.
2. **Meeting Registration:** All ISAPP meeting participants must register through the [ISAPP meeting information website](#).
3. **Venue:** [Radisson Blu Marina Palace Hotel](#), Linnankatu 32, FI-20100, Turku, Finland. [Map](#).
4. **Accommodations – must be booked by May 3, 2016:** ISAPP has reserved a block of rooms at the [Radisson Blu Marina Palace Hotel](#). ISAPP will cover 2 nights hotel for eligible participants from Europe and 3 nights for participants from other continents. (Cost for additional nights will be borne by participant.) **However, all meeting participants – including speakers, invited experts and IAC members - must book their own accommodations directly with the hotel.** Please book by **May 3th** to be guaranteed a room. The ISAPP room rate extends June 4-11. Standard, single room with breakfast and sauna is 118 EUR/night. All guests must guarantee room reservations with a private credit card and are responsible for cancelling their rooms if unable to attend. Individual reservations can be cancelled until 6 pm on the arrival day.

To make reservations:

Online: www.radissonblu.com/en/hotel-turku, Choose “book now” and fill in the required fields. On “Select rate type”-field, choose Promotional Code and use ISAPP. Reservation needs to be guaranteed with credit card details.

By phone: +358 20 1234 710

By E-mail: sales.turku@radissonblu.com, RESERVATION CODE: ISAPP

5. **Travel to the meeting:** ISAPP will cover round trip economy fare air travel from your home airport into Turku (or to Helsinki with a train or bus to Turku). To assist in booking travel, ISAPP has retained the services of a travel assistant, Heather McCallin. Please contact Mrs. McCallin at heather.mccallin@gmail.com (preferred) or 1-720-220-0260. To take the train from Helsinki to Turku, there is a free 35-min connecting train directly from the Helsinki airport to the city center train station, where the train to Turku departs. The train to Turku then takes about 2 hrs. There is also a bus directly from Helsinki airport to Turku. This bus takes about 2.5 hours. Tickets for the train or bus can be purchased day of travel. A short taxi ride to the hotel will then be necessary. There are also boat options for travel to Turku. (For example, the [Viking](#) offers cruises between

Turku and Stockholm and [Sijla](#) offers them between Helsinki and Stockholm. They may provide a relaxing alternative to flights in and out of Turku.) If you prefer to take an alternative form of transportation, please see 5C below.

A. Information to provide when requesting travel:

- i. Exact name, as it appears on your passport/ID
- ii. For international travel, your passport number, country of issue, and passport expiration date
- iii. Date of birth
- iv. Gender
- v. City of origin
- vi. Preferred dates/times of travel
- vii. Cell phone or home phone number to be used for emergency contact while traveling
- viii. Seating preference (aisle or window)
- ix. Any applicable frequent flyer numbers

B. It is the responsibility of the traveler to determine if any travel visas are required.

C. If you have reason to book your flight directly rather than through the contracted travel assistant (including if you want a routing different from round trip into Turku or Helsinki), **please inform Heather McCallin (heather.mccallin@gmail.com) to obtain a price quote at least one month prior to travel.** This price quote must be submitted with your request for reimbursement. The reimbursable amount for such a ticket cannot exceed a price quote for the economy round trip fare from your home airport; if the actual cost of the ticket is less than the price quote, then the actual cost will be reimbursed.

D. Extra costs incurred during flight such as luggage, food/beverages, etc, are not reimbursed.

6. **Ground transportation** to [Radisson Blu Marina Palace Hotel](#) from the Turku airport or train station is best by taxi, approximately 25 and 10 Euros respectively.

7. **Meals:** Meals during the conference will be provided by ISAPP. The cost of additional food or refreshments, including meals en route, is the responsibility of the participant. Participants involved with pre- and post-meeting activities will be advised of additional organized meals.

8. **Accompanying guests:** Accompanying guests are welcome to participate in conference meals at your expense. Please indicate your intention to bring a guest on the registration form. You will be contacted to arrange payment for any shared meals.

9. **Additional expenses:** Costs for accompanying guests, non-direct travel routings, pre- or post-meeting activities, or additional nights' accommodations will be borne by the participant.

10. **Submission of travel expenses for reimbursement must be completed by:**

July 15, 2016:

- Please use the Travel Reimbursement Request Form available at the ISAPP meeting information website.
- ***Any claims submitted after this date will NOT be reimbursed.***
- Any questions on travel reimbursement should be directed to Mary Ellen Sanders at maryellen@isappscience.org.