



## 2023 Leadership Summit Partner and Staff Travel Policy & Guidelines

The 7th Annual Leadership Summit & General Assembly of Patients, Caregivers, and Community-Based Organizations will be held at the Hilton Garden Inn Buckhead, located at **3342 Peachtree Rd. NE, Atlanta, GA 30326**. Participation in this annual meeting is a requirement for all credentialed partners. The Sickle Cell Consortium is happy to provide hotel lodging for all partners to attend this important meeting. Travel assistance is also available. Please review the below policy changes for additional information. Travel and lodging support is available SOLELY for credentialed partners of the Sickle Cell Consortium, along with invited presenters and guests.

### LODGING

Hotel accommodations for credentialed partners, who complete the required documents by the deadline, will be paid for by the Sickle Cell Consortium. Participants will be required to provide a debit or credit card upon check-in to cover any incidentals incurred. The room rate and taxes will be billed to the Consortium master account. **All rooms will be booked as double occupancy.** You WILL have a roommate. Please **DO NOT** bring any additional guests.

**Approved check-in for the Leadership Summit is on March 23rd, and check-out is on March 27th for partners within the USA and Canada.** International Partners and Warriors with uninterrupted air travel of greater than four (4) hours may request an early arrival by emailing Janeen Greene at [jgreene@sicklecellconsortium.org](mailto:jgreene@sicklecellconsortium.org). All early arrival requests must be approved in writing (email) by Dr. Lakiea Bailey. All other early arrivals and late check-out will be paid for by the partner.

Lodging will ONLY be provided to registered, credentialed partners. The Consortium will provide lodging for each credentialed IPCA and up to two (2) delegates per organization. Please note: We are only able to guarantee one (1) delegate per organization. Participation of a second delegate is dependent upon hotel availability. In order to ensure your second delegate, you must register as soon as possible, but no later than Friday, March 10th. We will allow second delegate registration on a first-come, first-served basis.

\*\*\* Please DO NOT plan for unregistered delegates to share your lodging space, as all rooms are booked as a double.\*\*\*

## AIR TRAVEL

In 2019, the Consortium implemented travel reimbursement. Partners are required to purchase air travel accommodations directly. Partners will be reimbursed up to \$350 for travel within the US, \$450 for travel from Canada, and \$750 for other international partners, per individual, to assist with flight expenses. Air travel should be booked in the economic/coach class. Travel should be planned as far in advance as possible in order to take advantage of discounted fares; *however, please note flights that are booked greater than 6-8 weeks in advance risk being higher in cost than those booked 4-6 weeks in advance (according to published airline trends)*. If more than one air carrier offers service, **travel should be on the carrier that offers the lowest price**. Travel should be arranged to coincide with the approved check-in and check-out dates of March 23rd and March 27th, respectively (*unless otherwise notified in writing*).

We acknowledge that air travel can be physically hard on Warriors. Any Sickle Cell Warrior whose travel involves greater than four (4) consecutive hours in the air, *may request early check-in on March 22nd*. International partners whose travel involves greater than 8 (eight) total travel hours may request arrival on March 21st. Please Email a request to **Janeen Greene** at [jgreene@sicklecellconsortium.org](mailto:jgreene@sicklecellconsortium.org) for approval. The check-in desk will open between 12:00 PM and 3:00 PM EST. The Welcome to the 7th Annual Leadership Summit will start at 4:00 PM EST.

Travel may be booked on any airline; however, we recommend travel via Southwest due to their cancellation, baggage, and seating policies. See below for additional airline information\*\*.

## ALTERNATIVE TRAVEL

Currently, ONLY Air travel is approved. Those who have a special circumstance requiring them to use other forms of transportation (train, bus, car rental, etc.) can submit a request via email for a travel exception to [jgreene@sicklecellconsortium.org](mailto:jgreene@sicklecellconsortium.org). This request **MUST be approved by Dr. Bailey** in writing (email). **All requests must be submitted by March 10th**. Your request will be reviewed, and a **written response will be emailed by March 15th**. **If approved, a copy of the written approval notice will need to be submitted along with the reimbursement form.** Travel should be arranged to coincide with the approved check-in and check-out dates of March 23-27, 2023 (*unless otherwise notified in writing*).

## TRAVEL REIMBURSEMENT

All partners are asked to book their own flights. Flights will be reimbursed during the Leadership Summit, after the Business Meeting on March 25th. In order for your reimbursement to be processed, you must complete both the electronic and printed reimbursement form prior to the Business Meeting on March 25th. To process reimbursement, please complete the following steps:

1. Complete the [electronic reimbursement form](https://tinyurl.com/LStravel2023) found at <https://tinyurl.com/LStravel2023>

2. Bring a completed copy of the printed reimbursement form (in your email) to the Business Meeting on March 25th.
3. Provide a copy of your travel receipts (name, dates of travel, and total amount paid must be on the receipt) along with the printed reimbursement form to the Consortium's Finance Department in order to be reimbursed.

**Reimbursement checks will be available for pick-up at the Registration Desk on March 25th after the Business Meeting.**

In the event that you must cancel your flight after you have purchased it, you will be responsible for all charges related to your travel. **The Sickle Cell Consortium will only reimburse travel for Partners who attend the Leadership Summit in person.**

*\*\*This process must be completed by all individuals who are eligible to request financial reimbursement from the Sickle Cell Community Consortium for costs accrued during travel to a Consortium event. The Consortium will reimburse up to \$350 for Domestic travel, \$450 for Canada travel, and \$750 for all other International flights, unless otherwise stated in writing via email. Partners must submit the reimbursement form, copy of travel receipt, or copy of gas receipts in order to receive any reimbursement. Reimbursement requests must be submitted electronically, and a physical copy will be available at the 2023 Summit. Checks for reimbursement will be available at the registration desk on Saturday, March 25th.*

## **ADDITIONAL FINANCIAL ASSISTANCE**

Additional assistance is available for any credentialed partner who may be unable to directly purchase airline travel to the Summit. To request assistance, email **Janeen Greene** at [jgreene@sicklecellconsortium.org](mailto:jgreene@sicklecellconsortium.org). If approved, "Direct Booking (DB)" flights will be purchased by the Sickle Cell Consortium in the traveler's name. Insurance will also be purchased for each of these flights. In the event that you have an approved DB flight and do not attend, you will be responsible for reimbursing the Sickle Cell Consortium for the full cost of the flight plus insurance, except in the case of illness. In the event of illness, it will be the partner's responsibility to complete all documents required to activate insurance reimbursement.

## **ACKNOWLEDGEMENT OF FINANCIAL LIABILITY**

PLEASE NOTE: To qualify to have your travel itinerary arranged directly by the Consortium, **ALL participating partners must *acknowledge and adhere* to the Financial Liability Policy.**

Once granted a DB flight, recipients **MUST** attend the 2023 Leadership Summit. The Sickle Cell Consortium **MUST** be reimbursed for travel expenses for any partner who registers, but then does not attend the Summit without prior notification.

**Failure to attend the Summit by partners who are granted direct booking **MUST** reimburse the Consortium for the FULL cost of the purchased flight, no later than May 17, 2023 (except in the case of illness).** All direct booking flights will be insured directly with the airline. *In the event of illness, direct booking partners agree to complete the necessary steps to have the cost of the*

flight reimbursed by the insurance company and submit those funds to the Consortium.

Recipients who do not adhere to the Airline's Cancellation/Rebooking Policy will be financially liable and will reimburse the Sickle Cell Consortium for all forfeited funds by May 17th, 2023.

Loss of Funds due to a recipient's "No-Show", for ticketed flights will cause the recipient to again be financially liable, and thus will reimburse the Sickle Cell Consortium for all forfeited funds by May 17, 2023.

\*\*\*FOR TRAVELERS ON SOUTHWEST AIRLINES:

The flexible policies of [Southwest Airlines](#) make it a preferred airline of the Sickle Cell Consortium. If you select Southwest, you **MUST** cancel your itinerary according to the airline's policy, and the airline will then issue you a travel voucher: you will be responsible for reimbursing the Sickle Cell Consortium for the amount of that travel voucher by May 17, 2023. **Please be mindful that Southwest Airlines allows cancellation without loss of funds up to 20 minutes prior to departure.** Travel Vouchers issued are only issued in the passenger's name (they will NOT credit the Sickle Cell Consortium) and are good towards the purchase of any Southwest ticket for one (1) year. Cancellations can be made at [Southwest.com](#) or by calling 1-(800)-435-9792 using the Confirmation (#) number that is found in the email you will receive from Southwest containing your flight information.

FOR RECIPIENTS ON ANY OTHER AIRLINE,

Should you select a different airline, we encourage you to purchase travel insurance as well. The reimbursement policy of the Sickle Cell Consortium outlines the reimbursement amounts. This amount is inclusive of all accessory purchases, including insurance, baggage charges, etc.

If you were approved for a direct booking flight (i.e. the Sickle Cell Consortium booked your flight) and you are unable to attend, it is your responsibility to complete all necessary forms and submit any supporting documents requested.

## **COVID-19 VACCINE REQUIREMENTS**

As we navigate the ongoing COVID-19 pandemic, the health and safety of our partners are our top priority. In accordance with guidance from public health authorities and local regulations, we have established the following policy regarding COVID-19 vaccinations for all in-person attendees at the 7th Annual Leadership Summit.

To attend the Leadership Summit, ALL attendees must fall into one of two categories:

1. Received all doses (1 or 2 depending upon the vaccine manufacturer) in the primary series of an approved COVID-19 vaccine, per the CDC definition, and any boosters recommended for you, if eligible; or
2. Unable to obtain the vaccine and have been approved for a medical exemption. [Request an exemption](#) and email completed forms to [jgreene@sicklecellconsortium.org](mailto:jgreene@sicklecellconsortium.org).

We ask that all in-person attendees:

1. Provide [medical exemption](#) or provide proof of COVID-19 vaccination upon check-in to the Leadership Summit. Acceptable forms of proof include vaccination cards, digital vaccine records, or other official documentation from a healthcare provider.
2. Comply with local regulations and guidelines related to COVID-19, including mask mandates, social distancing requirements, and any other health and safety measures in place.
3. **Any attendee who has tested positive for COVID-19 within 14 DAYS prior to the Summit MUST participate virtually.**
4. Any travelers who experience symptoms of COVID-19 during the Summit **MUST IMMEDIATELY** notify a member of the Consortium team and follow local guidelines and quarantine. A separate room will be provided for any individual who develops symptoms of COVID-19 after the start of the Summit.

By adhering to these guidelines, we can ensure a safe and healthy travel and conference experience for all participants. Please note, that these policies are subject to change based on evolving guidance from public health authorities and local regulations. We appreciate your cooperation and understanding for the duration of the Summit, as we work to protect the health and safety of all our meeting participants.

For more information regarding the Sickle Cell Consortium [COVID-19 PROTOCOLS AND POLICIES](#), please visit [THIS LINK](#).

[REGISTRATION FOR PARTNERS & PRESENTERS: https://tinyurl.com/SC3RegistrationLS7](https://tinyurl.com/SC3RegistrationLS7)

[REGISTRATION FOR GENERAL ATTENDEES & SPONSORS: https://tinyurl.com/SC3Summit7](https://tinyurl.com/SC3Summit7)

[REQUEST FOR MEDICAL EXEMPTION: sicklecellevents.org/guidelines](https://sicklecellevents.org/guidelines)

[TRAVEL REIMBURSEMENT FORM - https://forms.gle/4HFPn4xvidvqPHA46](https://forms.gle/4HFPn4xvidvqPHA46)

[CODE OF CONDUCT & ETHICAL BEHAVIOR: https://tinyurl.com/SC3Conduct](https://tinyurl.com/SC3Conduct)

## **SICKLE CELL CONSORTIUM**

T: 706.204.9269  
F: 706.619.6029

2265 Lexington Lane  
Cumming, GA 30040





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voice

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**COMPLETION OF THE BELOW IS ONLY REQUIRED FOR THOSE WHO REQUIRE MANUAL  
REGISTRATION. THE BELOW IS NOT REQUIRED FOR ALL ATTENDEES WHO COMPLETE THE  
ONLINE REGISTRATION FORM.**

### **TRAVEL POLICY & GUIDELINE AGREEMENT**

*(Please print this page, and input your full name & title, partner classification, date & signature below. Once completed, send an email (with the subject line: Travel Policy & Guideline Agreement, with your full name and partner classification) including a picture of this signed page to Janeen Greene at [travel@sicklecellconsortium.org](mailto:travel@sicklecellconsortium.org).)*

By signing this agreement, I, \_\_\_\_\_,  
understand and acknowledge that I have received and read the above-stated Travel  
Policy & Guidelines of the Sickle Cell Consortium, for participation during their Annual  
Summit meeting. I understand and agree to follow the policy to the best of my ability,  
unless I have written and/or pre-approved permission to do otherwise, from the Executive  
Director, Dr. Lakiea Bailey.

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Partner Type: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Signature:

Date:

\_\_\_\_\_

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