



Early Childhood Personnel Center

PARTICIPANT TRAVEL GUIDELINES

Event	Leadership Academy
Event Dates	April 26-29, 2020
Location	Avon Old Farms Hotel in Avon, Connecticut
Contact for travel related questions	Erika Egan eegan@uchc.edu 860-679-1543

Participants must complete the secured online travel support form:

<https://ecpcta.org/april26-29-2020-leadership-academy/>

ECPC will fund the following:

- Airfare/train/mileage (if driving) to & from home
- Hotel lodging
- Shuttle to/from airport to hotel
- Breakfast, lunch, afternoon snacks/refreshments on April 27 through 29

Accommodations:

- If you need any accommodations, please make sure to list them in the online form.

Airfare:

- You may send your preferred flight or preferred times to travel and we will do our best to accommodate your request
- Shuttle operation to/from the hotel is from 6:00 AM to 10:00 PM, please make sure to consider these times for your flight preferences
- If you have a frequent flyer number or known traveler number or seat preference you can list them in the online form
- Please let us know if you have approval to travel from your place of employment

Driving to Connecticut:

- If you are driving from outside of Connecticut, you will get reimbursed for mileage from home to the hotel (roundtrip)
- Please let us know of your planned ETA
- If you're riding with someone else from your team, please let us know who will need to get reimbursed

Lodging:

- ECPC will book your hotel stay. You can check in with your first and last name
- Please note that the hotel may ask you for a credit card for incidentals

Meals:

- If you have any dietary restrictions, make sure to list them in the online travel support form
- We will provide breakfast, lunch, and snacks/refreshments during sessions only, from April 27 through 29
- Dinners on April 26 through 29 and other meals that are not provided during the meeting will be the responsibility of each participant
- The hotel has a restaurant on site. There are other restaurants in the area and the hotel shuttle can provide transportation, please contact the hotel front desk to schedule transportation to other restaurants

Other logistics:

- There is a 45 minute commute between the airport and the hotel

Transportation from Bradley Airport to Avon Old Farms Hotel:

- Shuttle operation to/from the hotel is from 6:00 AM to 10:00 PM
- ECPC will arrange your pick up to/from the airport if your flight is within the hotel shuttle hours of operation
- You will receive an email with the shuttle pick up schedule prior to the Institute
- If the hotel shuttle is not available pick you up/drop you off to airport, we will arrange and pay for the taxi cab in advance.

Reimbursement:

ECPC cannot reimburse you for:

- Airport parking
- Baggage fees
- Dinners from April 26 through 29 or other meals during your trip/while traveling
- Mileage from/to your home to the airport
- Seat upgrades on flights
- Travel insurance

Per the University of Connecticut Health Center's travel policy, it is critical that we have your personal information in advance as we follow a travel authorization procedure for each guest that requires a 6 week notice. **You must provide your SSN for security checks per our University policy, DOB to book your flight and your cell phone number for the shuttle driver to find you at the airport.**

Thank you for your continued commitment to the Early Childhood Personnel Center! We look forward to seeing you in April!

Sincerely,

The ECPC Team