



## NATIONAL SUMMIT ON EDUCATION REFORM

Congratulations! You have been approved for a scholarship to the National Summit on Education Reform 2013. The information included in this packet is designed to assist you with travel and other logistical details. Should you need any assistance, please contact Heather Slager at [Heather@ExcellinEd.org](mailto:Heather@ExcellinEd.org). Thank you for your continued commitment to education reform. We look forward to seeing you at the Summit.

Sincerely,

*Patricia Levesque*

Patricia Levesque

Chief Executive Officer, Foundation for Excellence in Education



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### Countdown to #EIE13 Scholarship Information

#### **Highlights:**

- Your registration fee and the five meals provided during the Summit are covered by the Foundation.
- The Foundation will reimburse round-trip coach air or train fare purchased at least 14 days prior to departure. Baggage fees will also be reimbursed. However, ticket-change fees will **not** be eligible for reimbursement.
- The Foundation will reimburse up to \$100 in incidentals.
  - Eligible incidentals include:
    - Taxi or subway fare to & from Boston-area airport or train station; or to & from home/office, if you live in the Boston area
    - Airport meals only
    - Airport parking fees
    - Toll fees
    - Hotel wireless-Internet charges
- Claiming per diem rates for reimbursement is not permitted.
- The Foundation will cover up to two nights of lodging at the Sheraton Boston Hotel, beginning Wednesday, October 16, 2013.
- Hotel reservations must be made online at the following website:  
[www.starwoodmeeting.com/Book/EIESCH](http://www.starwoodmeeting.com/Book/EIESCH).



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### **National Summit General Information:**

Dates: National Summit: Thursday, October 17, 2013 – Friday, October 18, 2013

Location: Sheraton Boston Hotel  
39 Dalton Street  
Boston, MA 02199

Dress: Business

### **Travel Arrangements:**

You are responsible for making your own travel arrangements. An online reimbursement form will be made available for you to submit after the Summit. Please refer to “Highlights” for your guidelines.

**DEADLINE: Thursday, October 3, 2013**

This is the last day to book travel to be eligible for reimbursement.

### **Accommodations:**

The official site of the *National Summit on Education Reform 2013* is the Sheraton Boston Hotel.

To reserve your hotel room, visit the reservation website at [www.starwoodmeeting.com/Book/EIESCH](http://www.starwoodmeeting.com/Book/EIESCH). Please note the Foundation will only reimburse up to two nights of lodging.

The Sheraton requires a credit card to confirm a reservation and upon check-in for incidental charges not eligible for reimbursement. These charges include, but are not limited to, mini-bar, telephone service, room service and additional nights on your reservation.

Cancellations: To cancel your room reservation for any reason, please contact the Sheraton directly. Cancellations must be received at least 48 hours prior to the date of the reservation. Late cancellations and no-shows will be charged the full cost of the reservation.



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### ***Transportation Options to/from Logan International Airport – BOS***

- Subway: \$2.50
  - Board: Terminal E (Silver Line toward South Station)
  - Transfer: South Station (Red Line toward Alewife)
  - Transfer: Park St. Station (Green Line toward Heath Street)
  - End: Prudential Station (walk 0.2 miles to Sheraton Boston Hotel)
- Ultimate Shuttle Service: \$17.00
  - Contact: 1-888-437-4379
  - Reservation Required
- Estimated taxi fare: \$30.00

### **Reimbursement for Eligible Expenses:**

**DEADLINE: Friday, December 13, 2013**

This is the last day to submit an online reimbursement form with required receipts.

All reimbursement requests will be submitted online at [www.excelined.org/national-summit](http://www.excelined.org/national-summit). You will be required to attach scanned copies of all receipts with your form. The form will not be available until after the conclusion of the Summit. Checks will be mailed within 30 days of receiving a completed travel reimbursement form with required receipts.

### **Important Contacts:**

- Foundation for Excellence in Education: 850-391-4090, [www.excelined.org](http://www.excelined.org)
- National Summit Homepage: [www.excelined.org/national-summit](http://www.excelined.org/national-summit)
- Brandi Brown, Director of Events
  - 850-391-4724, [Brandi@Excelined.org](mailto:Brandi@Excelined.org)
- Emillye James, Senior Events Operations Manager (Hotel Liaison)
  - 850-391-43076, [Emillye@Excelined.org](mailto:Emillye@Excelined.org)
- Heather Slager, Scholarship-Recipient Liaison
  - 850-270-2021, [Heather@Excelined.org](mailto:Heather@Excelined.org)