

PRE-CONFERENCE TRAVEL ARRANGEMENT CHECK LIST IGAEA CONFERENCE 2008

FLIGHTS:

Recommended:

Departure: _____ July 24 _____ July 25 _____ July 26 latest _____ Other Early Arrival Date _____

to MCO-ORLANDO AIRPORT

Departure City	to	Arrival Airport	Airline	Flight #	Time
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If taking a July 26, 2008, flight you must arrive prior to 1:00PM into Orlando to make embarkation at Port Canaveral Pier, Carnival Glory Ship's 3:00PM deadline. (Transfer from airport to pier approx. one hour.)

Return: August 2 Disembark Ship. A flight departure time of 3:00PM or after is recommended. Disembark time 8AM-11AM.

MCO-ORLANDO AIRPORT to

Departure City	to	Arrival Airport	Airline	Flight #	Time
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Flight Pricing Checked on:

Date _____ Airline _____ Cost Per Person _____

- Booked flight on my own.
- Called/E-Mailed Kay Grossmann, ADG and Associates Inc. about flights.

Date _____ Time _____
kay@grossmann.us or (630) 961-0169

Hotel Reservation Confirmation Information:

Date _____

Time _____

Spoke To: _____

Confirmation # _____

PRE-CONFERENCE HOTEL:

Marriott SpringHill Suites Orlando Airport

5828 Hazeltine National Drive
Orlando, Florida 32822 USA
Phone: 1-407-816-5533

GROUP NAME: ADG and Associates Inc./IGAEA

\$99.00 per night/per room. All rates are subject to state and local taxes, which is currently 12.5%.

2-Queen Beds Per Room; Free Airport Shuttle Upon Arrival; Free Breakfast Daily

1-Night Prior to Cruise/July 25 Arrival 2-Nights Prior to Cruise/July 24 Arrival (*Book Transfers to the Ship Below*)

Cut-off Dates: All reservations must be **received on or before 05/24/2008**. Reservations received after this date will be accepted on a space available basis only at the group rate.

Reservation Procedures: Individual Conference Attendees will call hotel direct for reservations **(407-816-5533)**. The Conference Committee has reserved a block of rooms on a first-come/first-serve basis. A request cannot be guaranteed, but every effort will be taken to fulfill all reasonable requests such as smoking, non-smoking or specific floor locations. Reservations received after the cut-off date will be accepted on a space available basis unless the unused portion of your room block is guaranteed in writing for payment. Guests are responsible for Charges. (A credit card is required to place a reservation, but it will not be charged until check-out.)

Guest Incidental Charges: Upon arrival, hotel shall set up and maintain separate individual accounts in the name of each individual guest to cover all hotel charges incurred by guest other than those specified in the Group Master Account. All guests will be required to establish a method of payment at check-in for incidental charges not covered.

Individual Cancellation: Individual cancellations must be received no later than 72 hours prior to scheduled arrival. Cancellations received within 72 hours will be billed one night's room and tax. You must cancel the reservation yourself. IGAEA Conference Committee 2008 is not responsible for any portion of the hotel reservation.

Guest Arrival and Departure: Guest check-in time is after 3:00 PM and checkout time 12:00 PM. Room assignments prior to that time are on an availability basis. During peak periods of high occupancy, rooms may not be available upon arrival. Rooms will be made available for check-in as soon as possible. Luggage storage is available for early arrivals, prior to the 3:00PM check-in.

Airport Arrival: Guests will use the *Courtesy Board Phone* near luggage pick-up area to call hotel and request the complimentary shuttle service from the Orlando Airport to the hotel's front door.

TRANSFERS:

Group Transfer Hotel to Port Canaveral Pier/July 26:

One Way: \$21.00 per person with the private IGAEA Group for pick-up at the SpringHill Suites Hotel at 11:00AM on Saturday, July 26, 2008, with drop-off at the Carnival's Glory Pier Embarkation Entrance. Private motor coach. The rate includes driver meeting us with a personalized sign, all taxes, tolls, & fuel surcharges, but does not include the drivers gratuity.

Group Transfer Hotel to Pier and Group Transfer Pier to Airport/July 26 and Aug 2:

Round Trip: \$42 per person. Same as stated above for hotel to pier. Return Transfers will be to disembark Carnival's Glory Ship and board motor coach by 11:45AM. Transfer to Orlando Airport by 1:00PM. The rate includes driver meeting us with a personalized sign, all taxes, tolls, & fuel surcharges, but does not include the drivers gratuity.

Group Transfer Pier to Airport Return/Aug 2:

One Way: \$21.00 per person with the private IGAEA Group. Return Transfer procedure will be to disembark Carnival's Glory Ship and board motor coach by 11:45AM. Transfer to Orlando Airport by 1:00PM. The rate includes driver meeting us with a personalized sign, all taxes, tolls, & fuel surcharges, but does not include the drivers gratuity.

Transfer Confirmation Information:

E-mail Date _____

Received Reply Date _____

Check # and Amount: _____

I've mailed check to: *IGAEA Conference 2008*

I've e-mailed my flight itinerary to:
info@igaeaconference2008.org

Transfer Reservation Procedure: Conference Attendees will e-mail info@igaeaconference2008.org to request a reservation by May 15, 2008.

Reservations received after the cut-off date will be accepted on a space available basis. Once you have received a confirmation reply e-mail, the conference attendees will **mail a check to: IGAEA Conference 2008, c/o Dan McCluskey, 9 Cebold Dr., Montgomery, IL 60538.**

PASSPORTS: Ports-of-Call: Cozumel, Mexico; Belize; Roatan, Honduras; Freeport, Bahamas (note most countries require your passport to have a validation date of six-months after traveling with 2 blank pages within your passport.)

We strongly recommend that all guests travel with a valid passport during their cruise. This greatly assists guests who may need to fly out of the United States to meet their ship at the next available port should they miss their scheduled embarkation in a U.S. port; guests entering the U.S. at the end of their cruise; and guests needing to fly to the U.S. before their cruise ends, because of medical, family, personal or business emergencies, missing a ship's departure from a port of call, involuntary disembarkation from a ship due to misconduct, or other reasons.

Your exact legal name (first and last) must be shown on cruise documents. This must match the name shown on your passport. Check the *Carnival FunPass* (<https://funpass.carnival.com/SignIn.aspx>) Individual Registration for the spelling of your name and report any errors to: info@igaeaconference2008.org

Without exception, it is the responsibility of the individual traveler to obtain passports, birth certificates, visas and other documents required for entry into a foreign country, for embarkation and re-entry into the United States. Simply put: If you find yourself being turned away for a lack of documentation, your options for recourse are nil. You will not get a refund if you are denied boarding for lack of proper documentation. Always contact the embassy or consulate of any country we'll be visiting and request a copy of its entry requirements. See phone numbers in the individual text below.

All citizens, regardless of age, including infants will be required to show a passport to re-enter the United States from Canada, Mexico, Panama, Bermuda, the Caribbean and the rest of the World. Guests sailing on or after January 23, 2007 will be required to present a valid passport during ship check-in formalities. Passports must be valid for at least 6 months after sailing. Passengers who's Alaska cruise itinerary includes a port call to a Canadian city, or begins or ends in a Canadian port/city are required to have a valid Passport. You are responsible for having the proper documentation with you when you travel. In addition Visa's may be required to enter certain countries while on a cruise. So, well in advance of leaving home, check with the cruise line for the exact documentation requirements for your cruise or cruisetour. **Failure to have the proper documentation as required will result in denied boarding and you will not get a refund for your cruise.**

US Citizens: If you are flying to and from your cruise ports of embarkation and disembarkation in the United States Only, a valid passport is highly recommended. In the absence of a passport, a birth certificate (original or a certified copy), plus a picture ID card issued by a federal, state or local government agency is required*. A voter registration card or Social Security Card are not considered to be proof of citizenship. Children under 16 years of age do not require a picture ID. This only applies if your cruise leaves and ends in the United States. If a plane trip outside the United States is part of your cruise itinerary anywhere in the world, you will need a valid Passport. **Failure to have the proper documentation as required will result in denied boarding and you will not get a refund for your cruise.**

Non-U.S. Citizens: Citizens of countries other than the United States and Canada (Aliens) are required to present both a valid passport and an unexpired U.S. multiple re-entry visa (B-2 Visitor's Visa) or a visa waiver. Resident aliens need both a passport and an alien resident card. Guests will need to contact the consulates of the islands/countries they will be visiting, to inquire about necessary travel documentation. Immigrations determines the proper documents which guests must have available in order to sail.

COUNTRY DESCRIPTION: Mexico is a Spanish-speaking country about three times the size of Texas, consisting of 31 states and one federal district. The capital is Mexico City. Mexico has a rapidly developing economy, ranked by the World Bank as the twelfth largest in the world. The climate ranges from tropical to desert, and the terrain consists of coastal lowlands, central high plateaus, and mountains of up to 18,000 feet.

ENTRY REQUIREMENTS: For the latest entry requirements, contact the Embassy of Mexico web site at <http://portal.sre.gob.mx/usa/> or contact the Embassy of Mexico at 1911 Pennsylvania Avenue NW, Washington, DC 20006, telephone (202) 736-1000 or any Mexican consulate in the United States for the most current information. Land or sea travelers must have a valid U.S. passport (or U.S. citizenship documents such as a certified copy (not a simple photocopy or facsimile) of a U.S. birth certificate, a Naturalization Certificate, a Consular Report of Birth Abroad, or a Certificate of Citizenship are acceptable along with photo identification, such as a state or military issued ID).

COUNTRY DESCRIPTION: Belize is a developing country. Tourism facilities vary in quality, from a limited number of business class hotels in Belize City and resorts on the cayes to a range of ecotourism lodges and very basic accommodations in the countryside.

ENTRY/EXIT REQUIREMENTS: All U.S. citizens must have a U.S. passport valid for the duration of their visit to Belize. U.S. citizens do not need visas for tourist visits of up to thirty days, but they must have onward or return air tickets and proof of sufficient funds to maintain themselves while in Belize. Information is also available at the Belizean Consular offices in Miami, (305) 448-9684. See Foreign Entry Requirements brochure for more information on Belize by visiting the Embassy of Belize web site at <http://usembassy.state.gov/belize> for the most current visa information.

COUNTRY DESCRIPTION: Honduras is a democracy with a developing economy. The national language is Spanish, although English is often spoken in the Bay Islands. The climate is generally pleasant and temperate, with dry and wet seasons. Currency exchange is readily available at banks and hotels in the major cities. Consular offices phone: (305) 447-9827. For tourist information or suggestions, please contact the Honduras Institute of Tourism at 1-800-410-9608 (in the United States) or at 1-800-222-TOUR (8687) (within Honduras only) or visit their web site at <http://www.hondurastips.honduras.com/>.

ENTRY/EXIT REQUIREMENTS: A U.S. passport valid for at least three months from the date of entry is required to enter Honduras. Though not required by law, some travelers have reported difficulty departing Honduras using a passport with less than three months of validity beyond the date of departure. A visa is not required, but tourists must provide evidence of return or onward travel. Parents should not rely on birth certificates for their children's travel; rather, prior to travel they should obtain U.S. passports for infants and minors born in the U.S. U.S. citizens are encouraged to carry a photocopy of their U.S. passports with them at all times, so that if questioned by local officials proof of identity and U.S. citizenship are readily available.

COUNTRY DESCRIPTION: The Bahamas is a developed, English-speaking Caribbean nation composed of hundreds of islands covering a territory approximately the size of California. Tourism and financial services comprise the two largest sectors of the economy. Independent from the United Kingdom since 1973, the Bahamas is a Commonwealth nation with a century-old democratic tradition.

ENTRY/EXIT REQUIREMENTS: All Americans traveling to and from the United States by air must have a passport. The passport requirement will be extended to sea travel, except on cruises originating and ending at the same point in the United States, as early as summer 2008. Further information on upcoming changes to U.S. passport policy can be found on the Bureau of Consular Affairs web site at: http://travel.state.gov/travel/cbpmc/cbpmc_2223.html. We strongly encourage all American citizen travelers to apply for a U.S. passport well in advance of anticipated travel. American citizens can visit travel.state.gov or call 1-877-4USA-PPT (1-877-487-2778) for information on how to apply for their passports.

The IGAEA Conference Committee 2008 thanks its members, along with family and friends of IGAEA in advance, for reading this documentation and preparing for 83rd Annual Conference. Please e-mail info@igaeaconference2008.org if you have any questions. We will be in contact with an exact itinerary of all that is included with your conference/cruise package. We look forward to your participation!

*Sincerely,
IGAEA Conference Committee 2008*

DRIVING AND PARKING ATTENDEES ONLY FORM
PRE-CONFERENCE TRAVEL ARRANGEMENT CHECK LIST
IGAEA CONFERENCE 2008

PARKING AT YOUR CRUISE TERMINAL

Parking at Port Canaveral's cruise terminals is paved, gated and under 24-hour surveillance. Passengers at Cruise Terminal 10 can choose between an outdoor parking area and a six-level parking garage. You must make your own reservations and arrangement for pier parking.

Port Canaveral
P.O. Box 267
Cape Canaveral, Florida 32920

888-727-8226 - Phone
407-784-6223 - Fax

Parking Fees, The total fee for the time the vehicle will be parked is due on entry.

\$15/day for vehicles up to 20 feet in length

\$8/half day for vehicles up to 20 feet in length

\$26/day for vehicles over 20 feet

They accept cash, Visa, Mastercard and Traveler's Checks issued in U.S. dollars.

PRE-CONFERENCE HOTEL IF ARRIVING FLORIDA A DAY EARLY:

Marriott SpringHill Suites Orlando Airport

5828 Hazeltine National Drive

Orlando, Florida 32822 USA

Phone: 1-407-816-5533

GROUP NAME: ADG and Associates Inc./IGAEA

\$99.00 per night/per room. All rates are subject to state and local taxes, which is currently 12.5%.

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PASSPORTS: PLEASE READ THE PASSPORT INFORMATION ON PAGE 2-3 OF THIS PACKET.

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Sincerely, IGAEA Conference Committee 2008

Parking Reservation Confirmation Information:

Date _____

Time _____

Spoke To: _____

Confirmation # _____

Hotel Reservation Confirmation Information:

Date _____

Time _____

Spoke To: _____

Confirmation # _____