



2020  
INTERNATIONAL ASSEMBLY  
**PARTICIPANT  
BOOKLET**

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All information was current at the time of publication but is subject to change.



August 2019

Dear 2020 International Assembly Participants:

It is my pleasure to invite you to register for the International Assembly, 19-25 January, at the Manchester Grand Hyatt San Diego in San Diego, California, USA. This training meeting prepares district governors-elect for their role as governor, introduces our organization's priorities for the coming year, and provides ample opportunities to network with fellow governors-elect from around the world. The International Assembly also features an engaging and informative program for governor-elect partners, designed to appeal to their diverse interests and experiences. I am pleased to share that in 2020 we will also be joined by a select group of Rotaractors who will participate in the governor-elect sessions on Thursday and Friday of the assembly.

Please read the enclosed information thoroughly before completing any forms.

Rotary International staff is committed to supporting you throughout your leadership career. I look forward to meeting each one of you and hope to be able to talk with you at Rotary's most important annual meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "John Hewko", with a long horizontal line extending to the right from the end of the signature.

John Hewko  
General Secretary

# GENERAL INFORMATION

## **SAN DIEGO**

In January, average temperatures reach a high of 65°F/18°C and a low of 50°F/10°C with very little rain, low humidity, and sunshine. A light jacket or wrap is suggested for outdoor evening wear. A suit jacket, blazer, or sweater is suggested for indoors, as the meeting venue is air-conditioned. For city and travel information, visit the San Diego Tourism Authority website at [www.sandiego.org](http://www.sandiego.org).

## **AIR TRAVEL**

Please use Rotary International Travel Service (RITS) to book your travel to the International Assembly. The link for the 2020 Travel Request Form on the assembly webpage will be available Monday, 9 September 2019. This will allow RITS to obtain the most favorable fares.

## **DGEs and Partners**

RITS will book travel to ensure district governors-elect and official paid participants will arrive at San Diego International Airport before 15:00 on Sunday, 19 January. Individuals for whom arrival before 15:00 is not possible will be booked to arrive on Saturday, 18 January, at the expense of RI. Participants who arrive in the U.S. before Sunday, 19 January, because of personal travel arrangements will not be considered to have a forced overnight. RI will not reimburse hotel accommodations and expenses for any night prior to 19 January.

## **Rotaractors**

RITS will book travel to ensure Rotaractors will arrive at San Diego International Airport before 13:00 on Wednesday, 22 January. Individuals for whom arrival before 13:00 is not possible will be booked to arrive on Tuesday, 21 January, at the expense of RI. Participants who arrive in the U.S. before Wednesday, 22 January, because of personal travel arrangements will not be considered to have a forced overnight. RI will not reimburse hotel accommodations and expenses for any night prior to 22 January.

## **Training Leaders**

RITS will book travel to ensure training leaders will arrive at San Diego International Airport by 13:00 on Tuesday, 14 January. Individuals for whom arrival by 13:00 is not possible because of available

flight schedules or who are traveling from outside of North America will have a forced overnight, reimbursable by RI.

## **HOTEL**

The Manchester Grand Hyatt San Diego is the site of the International Assembly. Frequent guest program rewards/upgrades may not be used at the hotel during the International Assembly.

The hotel is 100 percent smoke-free. This policy includes all restaurants, lounges, meeting rooms, public spaces, employee work areas, and guest rooms. Designated smoking areas are available outside of the hotel for guests who smoke. Policy violations may result in substantial penalties that are not reimbursable by RI. The hotel contact information is:

Manchester Grand Hyatt San Diego  
One Market Place  
San Diego, CA 92101 USA  
Phone: +1-619-232-1234  
Fax: +1-619-233-6464  
<https://manchester.grand.hyatt.com>

## **Hotel Room Check-in and Check-out**

Hotel room check-in time begins at 16:00. Before 16:00, rooms will be assigned as they become available. Because there are many arrivals on Sunday, 19 January, you may have a wait and be asked to check bags at the bell stand until your room is ready.

Hotel check-out time is 11:00. For late departures, participants are required to submit a request to the Front Desk Manager for approval. RI will not reimburse additional fees for late departures.

## **Transportation to the Hotel for Governors-elect and Official Participants**

Local Rotarians will greet district governors-elect and official participants at San Diego International Airport. RI will provide shuttle service to the Manchester Grand Hyatt San Diego on the major arrival date of Sunday, 19 January. You should plan to arrive at the hotel by 16:00 on this date. Those arriving before Sunday will have to arrange their own transportation, reimbursable as outlined by RI travel policy.

### **Transportation to the Hotel for Rotaractors**

All Rotaractors should plan to arrive at the hotel by 15:00 on Wednesday, 22 January. San Diego International Airport has many shuttles and taxis available to the Manchester Grand Hyatt San Diego. The cost of your transportation is reimbursable as part of your expense report submission.

### **Transportation to the Hotel for Training Leaders**

All training leaders should plan to arrive at the hotel by 15:00 on Tuesday, 14 January. San Diego International Airport has many shuttles and taxis available to the Manchester Grand Hyatt San Diego. The cost of your transportation is reimbursable as part of your expense report submission.

### **Transportation to the Airport**

RI will provide shuttle service to San Diego International Airport on the major departure day of Saturday, 25 January. Those departing before 04:00 and after 15:00 will need to arrange their own transportation, reimbursable as outlined by RI travel policy.

### **Parking**

RI will **NOT** reimburse parking costs unless they are preapproved by RITS. The hotel maintains a 24-hour self-parking garage next to the hotel. Valet parking is also available at the front entrance of the hotel, but if parking is preapproved by RI, the additional cost for valet parking is not reimbursable.

## **ASSEMBLY ON-SITE REGISTRATION PROCESS**

### **District Governors-elect and Official Paid Participants**

1. Pick up your registration materials on Sunday, 19 January, at the Assembly Registration, Harbor Foyer, 2nd Floor. Hours: 11:00-18:00.
2. If you arrive after 18:00 on Sunday, 19 January, you will need to pick up your registration materials in the Assembly Office, Show Office 6, 2nd Floor. The Assembly Office will be open until 18:30 on Sunday, 19 January, and will reopen at 07:30 on Monday, 20 January.

### **Rotaractors**

Rotaractors can pick up their badges and registration materials on Wednesday, 22 January, at the Harbor Foyer, 2nd Floor. Hours: 12:00-16:00.

### **Training Leaders**

Training leaders and partners can pick up their badges and registration materials, and meet fellow training leaders, seminar trainers, moderators, and staff on Tuesday, 14 January, in the Coronado Foyer, 4th Floor. Hours: 16:00-17:00.

## **MEALS**

The meal plan includes three meals per day, beginning with a buffet dinner on Sunday, 19 January, and continuing through dinner on Friday, 24 January. Training leader meals begin with dinner on Tuesday, 14 January. Rotaractor meals begin on Thursday, 23 January. All district governors-elect, partners, official paid participants, Rotaractors, and training leaders are required to participate in the meal plan. Credit cannot be given for meals not taken by a participant.

You will be reimbursed for the following meals, when no meal is offered in the plan:

- Lunch, Sunday, 19 January, up to \$25 per person
- Dinner, Wednesday, 22 January, up to \$45 per person (if you elect not to participate in Host Hospitality, please see below)
- Breakfast, Saturday, 25 January, up to \$20 per person

Registration badges are required for entrance to all meal events without exception. RI-funded speakers may opt out of the meal plan. If you opt out:

- You will be reimbursed a maximum of \$90/day for the length of your stay.
- You will be required to complete an expense report listing all of your meal expenses.
- You will be required to provide receipts for all expenses equal to or over \$75.
- You will not have access to RI meal events.

## **HOST HOSPITALITY**

Rotarians and Rotaractors in the San Diego area invite you to register for Host Hospitality dinners on Wednesday, 22 January, at your own expense. They have planned a variety of fun and relaxing activities for assembly participants. RI does not reimburse costs for participating in this optional event, including meals and other expenses. If you plan to participate on Wednesday, 22 January, register online by 1 December 2019 at [www.clubwebrotary.org/hospitality](http://www.clubwebrotary.org/hospitality).

## **EXPENSES AND REIMBURSEMENTS FOR DISTRICT GOVERNORS-ELECT**

In order to be reimbursed for eligible expenses incurred during travel to and from the International Assembly, and during your years as governor-elect and governor, you must submit a District Governor Payee Information Form. Please contact [vendors@rotary.org](mailto:vendors@rotary.org) to request this form. The last date for submissions is 15 December 2019.

1. Most expenses related to your travel and attendance at the International Assembly will be logged on your DG Funding Expense Report and submitted to your Club and District Support officer by **31 July 2021**. Reimbursable International Assembly expenses include:
  - Visa application fees
  - Travel related to your visa interview
  - Baggage fees
  - Taxi, train fare, or mileage to/from your home to airport
  - Parking at airport or hotel
  - Taxi to/from hotel when complimentary shuttle service is not available
  - Forced overnight hotel stays booked by RITS
  - Meals during travel to/from the International Assembly

Contact your Club and District Support team with any questions regarding expenses to be include on your DG Funding Expense Report.

2. Expenses for local purchase airfare approved by RITS must be submitted on the RI/TRF Expense Statement accompanied by any necessary receipts. All expense reports for these RITS approved expenses are due to [expensereports@rotary.org](mailto:expensereports@rotary.org) by **25 March 2020**. Refer to the [Guidelines for Submitting Expense Statements](#) or [Documenting Expenses](#) if you have questions. Expense statements submitted after the deadline are not eligible for reimbursement.

NOTE: RITS pre-approval is required for any locally purchased airfare. RITS may deny or reduce your expense reimbursement if preapproval is not obtained.

3. Rotary International pays room and board expenses for all district governors-elect and partners directly to the hotel. This amount includes gratuities and all state and local taxes. Each governor-elect is responsible for any other charges upon check-out. Personal expenses include:
  - Laundry
  - Phone calls
  - Mini-bar or lounge
  - Movies
  - Health club charges
  - Gifts, stationery, or personal clothing
  - Smoking recovery fees
  - Tips
  - Meals during the assembly
  - Shipping and package handling fees
  - Any expenses related to an extended personal stay

These incidental personal expenses are NOT reimbursable if charged through the hotel

and must be paid at the time of check-out. The hotel accepts Visa, MasterCard, American Express, and Diners Club credit cards, or cash in U.S. dollars. Personal checks are not accepted.

## EXPENSES AND REIMBURSEMENTS FOR ROTARY-FUNDED PARTICIPANTS

Rotary-funded participants that are not district governors-elect must submit an expense report to be reimbursed. This must be submitted on the official RI/TRF Expense Statement and include all required receipts. Refer to the [Guidelines for Submitting Expense Statements](#) or [Documenting Expenses](#) if you have questions. Additional information is also available on [My Rotary](#).

1. RI will reimburse the following expenses:
  - Forced overnight stays booked by RITS that may result from international flight schedules and any related incidental expenses (If international travel connection time exceeds seven daytime hours, RI will reimburse up to \$80 for the cost of a day room, based on actual receipts, provided that the room is booked by RITS.)
  - Least-expensive travel expenses to and from your home to the nearest airport (Cumulative mileage or rail expenses over \$150 requires RITS preapproval.)
  - Any additional meal expenses during travel to the assembly (see Meals for exceptions)
  - Visa expenses for international Rotaractors and other Rotary-funded participants (RITS preapproval is required.)
  - Visa-related travel for Rotaractors and other Rotary-funded participants (Airfare for visa-related travel must be booked by RITS or preapproved for local purchase. Cumulative mileage or rail expenses for visa-related travel over \$350 requires RITS preapproval.)
  - Self-parking at the hotel (RITS preapproval is required.)
  - Airline luggage fees (with a maximum of two bags per person) incurred during travel to/from San Diego and home location, provided receipts are included with the expense statement
  - Taxi fares and shuttles to/from the hotel when complimentary shuttle service is not provided.

**Note:** RITS preapproval is required for any locally purchased airfare although requests for locally purchased airfare is discouraged. Travel Services may deny or reduce your expenses if preapproval is not requested. Although en route expenses cannot be advanced, they will be reimbursed based on actual receipts submitted.

2. RI will pay room-and-board expenses for official participants and partners directly to the hotel. This amount includes gratuities and state and local taxes. Each official participant will be responsible for all personal charges on the bill. Any incidental charges on the hotel bill, as listed below, must be settled at check-out. The hotel honors Visa, MasterCard, American Express, and Diners Club credit cards or cash in U.S. dollars. Personal checks are **not** accepted.
3. The following incidental expenses are NOT reimbursable if charged through the hotel and must be paid at the time of check-out:
  - Laundry expenses (excluding training leaders and Rotary senior leaders)
  - Personal clothing
  - Meals during the assembly unless notified that they are covered by RI
  - Tips at the assembly
  - Phone charges
  - Mini-bar/lounge charges
  - Movies
  - Health club charges
  - Smoking recovery fees
  - Gifts and stationery
  - Shipping fees
  - Package handling fees
  - Any expenses incurred from an extended personal stay
4. RI will also not reimburse the following:
  - Homestay or host hospitality expenses before or after the assembly
  - Supplemental lost baggage, medical insurance, or travel accident insurance charges
  - Taxi on major arrival or departure day when shuttle service is provided
  - Phone/mobile charges and any other phone fees. RI will provide district governors-elect, official paid participants, and training leaders with a prepaid calling card on request. The calling card should be used from a landline (a hotel room or public phone).
  - Overweight and excess luggage fees
5. Reimbursement to travelers for RITS authorized, locally purchased airline tickets will be processed on completion of travel. Please submit the required documentation to [expensereports@rotary.org](mailto:expensereports@rotary.org) no later than 25 March.
6. Expense statements (with all necessary receipts attached) must be submitted within 60 days for reimbursement (no later than Wednesday, 25 March). Expense statements received after 60 days will not be reimbursed. Only exceptional

cases will be considered for reimbursement after the 60-day deadline with written explanation for delay. Send your completed expense statement to [expensereports@rotary.org](mailto:expensereports@rotary.org) as a single PDF version including all receipts.

## TRAVEL INSURANCE

All official participants (Rotarians and their partners, Rotaractors, and training leaders) are covered by travel insurance, which includes medical, emergency evacuation, repatriation benefits, and other, during and while traveling to and from International Assembly. There are no medical benefits under this insurance for official participants from the U.S. (you would rely on your health insurance).

The Travel Insurance Program Overview on page 13 summarizes the coverage.

## SOLICITATION PROHIBITION

RI prohibits unofficial solicitations for funds. The display or distribution of any promotional material without prior written approval of the RI president-elect is strictly prohibited in the general session hall, breakout rooms, or elsewhere.

## PRESIDENT-ELECT'S MEAL EVENT

Each district governor-elect and partner are invited to join a meal event hosted by the president-elect and partner. When you pick up your registration packet, you will receive an invitation with the time and date of your assigned meal event.

## PARTNER PROGRAM

The program for governor-elect partners includes small group discussions, general sessions, workshops, and networking opportunities. Activities are designed to educate partners, whether they're new to Rotary or have Rotary experience. Partners are not required to attend the assembly. If your partner chooses to attend, his or her flight and meals will be paid for by RI (a value of \$1,500-\$3,500). Full participation in the partner program is mandatory.

**Note:** Partners are expected to be in full support of the district governor during their year in office, and must be in Rotary's database before registration can be completed. If you need to update your partner's information on your Rotary profile, please contact [data@rotary.org](mailto:data@rotary.org).

## ATTENDANCE OF FAMILY MEMBERS

District governors-elect can bring their children to attend the general sessions, meals, and banquets at the International Assembly for a fee. Children 18 and under must be accompanied at all times by an adult caretaker who is not attending as an official paid participant. For more information and to register children, please contact [ri.registration@rotary.org](mailto:ri.registration@rotary.org)

## DRESS CODE

During the working part of the day, the appropriate dress for all participants is business attire (according to the customs of your culture). This includes all general sessions and group discussions. Participants are encouraged to wear their national attire for the International Dinner Dance, which will begin with a grand march of participants wearing formal national dress, assembled by country; for those not wearing formal national dress, the attire for this event is cocktail attire.

Thursday, 23 January, is Festival Night, an evening of fun and performances. The attire for this event is casual.

Attire for the Closing Banquet is black tie, suit and tie, cocktail dress, or formal national dress.

## SHIPPING

If you are planning to ship items to the Manchester Grand Hyatt San Diego, you should follow the necessary U.S. Customs and Border Protection procedures as indicated at [www.cbp.gov/travel](http://www.cbp.gov/travel). Bring copies of all shipping documents to facilitate tracking down your goods, if needed. A handling fee will be charged to your hotel bill for all packages received at the Manchester Grand Hyatt San Diego. RI will not reimburse shipping or handling fees, including cultural exchange shipments.

Manchester Grand Hyatt San Diego  
Attn: (Name of Guest)  
Please hold for guest arrival  
One Market Place  
San Diego, CA 92101 USA  
Phone: +1-619-232-1234  
Fax: +1-619-233-6464

## NOTICES

### Data Privacy

Your privacy is important to RI and the personal data you share with RI will only be used for official Rotary business. This means that your personal data will be used to enable your attendance and participation during the assembly and to facilitate your assembly experience (for example, we may share your personal data to print name badges). Personal data you provide when registering may be transferred to RI service providers (for example, affiliated entities) to assist RI in planning assembly-related activities. If you have any questions about this policy or how your personal data is being used, send an email to [privacy@rotary.org](mailto:privacy@rotary.org).

### Photography Release

By attending, participating in, or visiting the assembly, or affiliated events, you consent to be photographed or recorded by any means, including still photography, audio, interview, and video recording (“Recordings”). RI uses the Recordings and your personal information on its website, in its print and electronic publications, via streaming, and in social media. RI retains the Recordings and your personal information for historical and research purposes. You grant RI, free of charge, an irrevocable, worldwide right to use, copy, display, modify, distribute, publish, and license the Recordings, and your image, name, statements and voice, for promotional, marketing, and educational purposes without Rotary International or The Rotary Foundation incurring debts or liabilities of any kind.

### Attendance and Security

For security purposes, all registrants must show photo identification (driver’s license or passport) at the assembly venue to obtain their badge. RI reserves the right to check photo identification at any time during the assembly. Badges that do not match will be confiscated and violators will be ejected. RI reserves the right to inspect all purses and bags. Registrants may refuse inspection; however, RI reserves the right to prevent entry.

## QUESTIONS

If you have any questions, contact RI Registration Services (email: [ri.registration@rotary.org](mailto:ri.registration@rotary.org); fax: +1-847-556-2194).

# PROGRAM DETAILS

**General sessions:** Informational and inspirational sessions for district governors-elect and partners.

**Breakout sessions:** Sessions held with groups of approximately 20 district governors-elect on Monday, Tuesday, and Wednesday. Beginning on Thursday, breakout sessions will include approximately 18 governors-elect and two Rotaractors. Participants learn from one another by sharing ideas and strategies and through small group activities and case studies. Facilitated by RI training leaders and conducted in six languages (English, French, Japanese, Korean, Portuguese, and Spanish).

**RI training leaders:** A group of past district governors who have been specially trained to lead group discussions in breakout sessions.

**Partner roundtable discussions:** Sessions held in small groups to allow participants to share their experiences and learn more about Rotary. Grouped by language (English, French, Japanese, Korean, Portuguese, Spanish, and other languages to be determined).

**Cultural Exchange:** Exhibition that features cultural displays highlighting the internationality of Rotary and that offers a designated area to meet, network, and connect with fellow participants from around the world.

## 2020 LEADERS SEMINAR SCHEDULE

The leaders seminar (Tuesday-Saturday, 14-18 January) gives training leaders and their partners the opportunity to discuss and practice the techniques of group discussion and effective facilitation. In general, most days start at 08:30 and end at 17:00. A few evenings there will be group dinners. More details will be sent to training leaders and partners under separate cover.

## 2020 INTERNATIONAL ASSEMBLY SCHEDULE

The assembly is vital to the training of effective district governors and partners; therefore, attendance at all sessions is mandatory. Please check the agenda closely before scheduling other activities.

*Program schedule was current at the time of printing and is subject to change.*

## Sunday, 19 January

- 11:00-18:00 Registration
- 18:00-19:00 Welcome Reception
- 18:30-20:00 Buffet Dinner

## Monday, 20 January

- 07:00-08:30 Buffet Breakfast
- 09:00-10:30 Opening General Session
- 11:00-12:30 DGE Breakout Session
- 11:00-12:00 Partner Opening General Session
- 12:15-14:00 Buffet Lunch
- 12:45-14:15 President-elect's Photo Session/Luncheon (by invitation)
- 14:30-15:45 General Session 2
- 16:15-17:45 DGE Breakout Session
- 16:15-17:45 Partner Roundtable Discussion
- 18:00-19:45 Regional Team Dinners
- 18:00-19:00 Optional Technology Lab (session open to DGEs and partners)

## Tuesday, 21 January

- 07:00-08:30 Buffet Breakfast
- 07:00-08:30 Optional Technology Lab (session open to DGEs and partners)
- 09:00-10:00 General Session 3
- 10:30-12:00 Partner Breakout Session
- 10:30-12:00 DGE Breakout Session
- 12:00-13:45 Buffet Lunch
- 12:15-13:45 President-elect's Photo Session/Luncheon (by invitation)
- 14:00-15:15 General Session 4
- 15:45-17:00 DGE Breakout Session
- 16:30-17:30 Cultural Exchange for partners
- 17:00-17:30 Cultural Exchange for DGEs
- 19:15-19:45 Grand March
- 19:45-22:15 International Dinner Dance

**Wednesday, 22 January**

06:30-08:00 Buffet Breakfast

06:30-08:00 Optional Technology Lab  
(session open to DGEs and partners)

08:30-10:00 General Session 5

10:30-11:30 Partners General Session

10:30-12:00 DGE Breakout Session

11:30-13:45 Buffet Lunch

12:00-16:00 Rotaract Registration

12:15-13:45 President-elect's Photo Session/  
Luncheon (by invitation)

13:45 Free Afternoon for Partners

14:00-15:15 DGE Session

15:45 -17:00 DGE Session

16:00-17:00 Rotaract Orientation  
(Rotaract participants only)

17:00-18:00 Welcome Reception for Rotaract  
Participants (Rotaract participants  
only)

Free Evening – no dinner planned

Host Hospitality (optional)

**Thursday, 23 January**

07:00-08:30 Buffet Breakfast

07:00-08:30 Optional Technology Lab  
(session open to DGEs and partners)

09:00-10:00 General Session 6

10:30-12:00 Partner Roundtable Discussion

10:30-12:00 DGE and Rotaractor Breakout  
Session

12:00-13:45 Buffet Lunch

12:15-13:45 President-elect's Photo Session/  
Luncheon (by invitation)

12:45-13:30 Optional Technology Lab  
(session open to DGEs and partners)

14:00-15:00 General Session 7

15:30-17:00 Partner Roundtable Discussion

15:30-17:00 DGE and Rotaractor Breakout  
Session

17:00-18:45 Buffet Dinner

19:00-21:00 Festival Night

**Friday, 24 January**

07:00-08:30 Buffet Breakfast

07:00-08:30 Optional Technology Lab  
(session open to DGEs and partners)

09:00-10:00 General Session 8

10:30-12:00 DGE and Rotaractor Breakout  
Session

10:30-12:00 Partner Roundtable Discussion

12:00-13:45 Buffet Lunch

12:15-13:45 President-elect's Photo Session/  
Luncheon (by invitation)

12:45-13:30 Optional Technology Lab  
(session open to DGEs and partners)

14:00-15:30 DGE Breakout Session

14:00-17:00 Rotaractor Breakout Sessions

16:00-17:00 Regional DGE Review Sessions

18:30-21:00 Closing Banquet

# TRAVEL BOOKING INSTRUCTIONS

Book your travel by completing the Travel Services request form which can be found on the International Assembly webpage: [my.rotary.org/en/exchange-ideas/events/international-assembly](https://my.rotary.org/en/exchange-ideas/events/international-assembly) All Rotary Travel Services request forms must be submitted by Monday, 4 November. Handwritten forms are not accepted. All airline tickets must be issued by Friday, 22 November. Names on airline tickets must match names in passports exactly.

## INSTRUCTIONS

1. Click or tap the link to open the form found at [my.rotary.org/en/exchange-ideas/events/international-assembly](https://my.rotary.org/en/exchange-ideas/events/international-assembly)
2. Complete all the fields on the form. Contact [RITS@rotary.org](mailto:RITS@rotary.org) if you need assistance.
3. Save the document to your desktop or drive, and name it with your family name and district number (for example, Miller2200).
4. Create an email message and address it to the appropriate RITS agency assigned to your region.
5. Begin the subject line with IA20 followed by your family name and district number (for example, IA20 – MILLER – 2200).
6. Attach the document, which will be found on your desktop or drive, to the email.
7. Send the email.

Once you submit your form, you will receive an acknowledgement that your request has been received and that an agent will be assigned to contact you.

## ROTARY TRAVEL SERVICES DESIGNATED TRAVEL AGENCIES

If a RITS agency is not located in your country, submit your travel request to the U.S. agency.

### BRAZIL

Paulo Battistini  
BattsTour  
Rua Engenheiro Paulo, 59  
Vila Harmonia - Guarulhos / SP  
Brasil  
Tel: 55-11-2382-7436  
Email: [battstour@battstour.com](mailto:battstour@battstour.com)  
After hours:  
Tel: 55-11-96787-9392

### INDIA

Team A-Mohammad Zahid/Manik Kumar  
BCD Travel  
326 DLF Tower A  
Jasola  
New Delhi-110025,  
India  
Tel: 91-11-43685000  
Alternate Tel: 91-11-43685028 & 91-11-43685033  
Fax: 91-11-43685003  
Email: [rotary.india@bcdtravel.in](mailto:rotary.india@bcdtravel.in)  
Office hours: 09:30-18:00 Monday to Friday  
After hours:  
91-97-11701377 & 91-95-82020080

### JAPAN

Yoshifumi Kamifuji  
Tonichi Travel Service (TNK)  
Rotary Section  
4F Tsukiji KY Bldg. 4th Flr  
4-7-5 Tsukiji, Chuo-ku  
Tokyo 104-0045  
Japan  
Tel: 81-3-5148-1730  
Fax: 81-3-5148-1827  
Email: [rot@tonichi.co.jp](mailto:rot@tonichi.co.jp)  
After hours:  
81-90-1799-2736

### KOREA

Julia Choi  
BCD Travel  
14F Officia B/D  
163, Shinmunro, 1 Ga  
Jongro-Gu, Seoul  
Korea  
Tel: 82-2-3276-2212  
Fax: 82-2-399-5566  
Email: [rotarykorea@bcdtravel.co.kr](mailto:rotarykorea@bcdtravel.co.kr)

### PHILIPPINES

Trixie Pascual  
The Baron Travel Corporation  
3/F PCCI Corporate Center  
118 L.P. Leviste Street,  
Salcedo Village, Makati City, 1227  
Philippines  
Tel: 632-817-4926  
Fax: 632-819-2993  
Email:  
[corporate@barontravel.com.ph](mailto:corporate@barontravel.com.ph)  
[ticketing@barontravel.com.ph](mailto:ticketing@barontravel.com.ph)  
[resaticketing@barontravel.com.ph](mailto:resaticketing@barontravel.com.ph)  
After hours:  
+63 9151134648

### USA, AUSTRALIA, NEW ZEALAND & CENTRAL AND SOUTH AMERICAN COUNTRIES (EXCEPT BRAZIL)

Key Travel  
Rotary International  
1560 Sherman Ave. 3SW  
Evanston, IL 60201-3698  
USA  
Tel: +1-847-378-5402  
Email: [RITS@rotary.org](mailto:RITS@rotary.org)  
After hours:  
+1-847-378-5402 Option 2

# TRAVEL POLICY AND PROCEDURES

For participants and partners with full expenses paid to the 2020 International Assembly, RI will pay for round-trip air travel to San Diego based on the most direct, economical routing and the other guidelines outlined below.

Rotary Travel Services and RITS agents are required to follow the RI Board-mandated Travel Policy, which is very strict and is designed to conserve the funds of RI. Participants wishing to upgrade to a higher class of travel other than that permitted by the Travel Policy may do so at an additional personal cost by indicating their upgrade request on the Rotary Travel Services International Assembly Travel Request Form. Before issuing such a ticket, RITS agents will advise of the extra costs for traveler approval. Extra costs can only be paid by credit card and are billed at the time of ticketing.

Travelers requesting additional personal travel arrangements before or after the International Assembly will be charged a service fee of \$15 for domestic travel (within the U.S.) or \$35 for international travel.

## GENERAL POLICIES

1. As an RI-funded traveler, you are expected to follow travel policy guidelines, which are designed to conserve the funds of the organization while meeting the travelers' basic needs and providing reasonable comfort.
2. You must submit a completed Rotary Travel Services International Assembly Request Form to the appropriate Rotary Travel Services designated agency. Travel Services may postpone issuing tickets in order to obtain seasonal airfare discounts.
3. All travel arrangements funded by RI and The Rotary Foundation are to be handled by the appropriate Rotary Travel Services designated travel agency. Although requests for local purchase are discouraged, travelers may submit requests for local purchase authorization if they believe they can purchase a lower cost airfare through a local travel agency. The local purchase authorization request must include the IA travel request form, an official travel itinerary, which indicates flight numbers, flight times, airline, and airfare, and must be submitted before purchase. The traveler will only be authorized for local purchase if the airfare provided by

the local agency is at least \$300 lower than the RITS airfare. Rotary Travel Services reserves the right to deny local purchase requests based on its evaluation of the routing, seat availability, and airline selected by the local agency. If you are authorized to make a local purchase, you must provide RITS, at [RITS@rotary.org](mailto:RITS@rotary.org), a final copy of the itinerary, including airline, arrival/departure flight numbers, dates, times, and fare, upon issuance of the travel documents. Rotary Travel Services requires these documents to provide your arrival and departure information. You will be reimbursed for the authorized amount upon completion of the trip and submission of the applicable receipts to [expensereports@rotary.org](mailto:expensereports@rotary.org). **You will not be reimbursed if you do not submit your final itinerary.**

4. Rotary uses preferred airlines that provide discounts to RI and The Rotary Foundation.
5. You will accept flights with up to one additional connection if significant cost savings can be achieved.
6. Flights will be booked through the most economical airports, provided the cost of ground transportation does not increase the total cost of travel nor substantially increase traveling time to and from the airports.
7. Those planning to drive to San Diego must submit a completed Rotary Travel Services IA Request Form and receive preauthorization from RITS. You will be reimbursed, provided the cost does not exceed the amount of a RITS-calculated roundtrip airfare.
8. If air service is unavailable, you will be reimbursed for the cost of the most economical alternate means of transportation approved by RITS.
9. RITS must approve the use of rental cars. RI will not reimburse Collision Damage Waiver or Personal Accident Insurance on rental cars. Complete the Rotary Travel Services IA Request Form to submit your request.
10. Tickets obtained using airline mileage require preapproval and are subject to reimbursement of actual costs paid, which are generally only taxes and airport fees.

11. You will pay the cost of any personal travel booked in conjunction with authorized RI travel. Individuals requesting personal travel, including upgrades, will be charged \$15 service fee for domestic travel (within the U.S.) and \$35 for international travel.
12. Frequent flyer miles earned through tickets purchased by RI may be credited to the account(s) of the individual traveler.
13. Exceptions to travel policy may be applied for in writing to the general secretary. Examples of exceptions that may not be applied for include:
  - a. The selection of specific airlines for frequent flyer benefits where Rotary has the opportunity to take advantage of lower fare or incentive programs on other airlines
  - b. The selection of specific airlines where Rotary needs to fulfill its contractual commitments with its preferred airlines

Contact Rotary Travel Services in Evanston, Illinois, USA, with any questions or concerns about travel to and from the International Assembly. Ask for the Rotary travel supervisor.

### **RITS**

Hours: 08:30-17:00 Central Time

Email: [RITS@rotary.org](mailto:RITS@rotary.org)

Phone: +1-847-866-3411

# TRAVEL INSURANCE PROGRAM OVERVIEW

Travel insurance is provided to all official participants (Rotarians and their partners, Rotaractors, and training leaders) when traveling to and from the International Assembly. This insurance provides coverage for unexpected injuries and illness with no deductible or co-pay, when traveling outside of your home country. This insurance does not provide coverage for routine or preventive medical care. There are no medical benefits under this insurance for official participants from the U.S. (you would rely on your health insurance).

**Travel Insurance Identification (ID)** A copy of the travel insurance ID and explanation of covered services is included on pages 14-15. Carry the ID card with you when traveling to, during, and from the International Assembly. In the event of an accident or illness, a medical provider may accept this ID as proof of coverage.

The travel insurance provides the following travel assistance benefits to you:

- Medical expense (outside your home country)
- 24/7 travel assistance when you call the number on the ID card
- Emergency medical and security evacuation
- Repatriation of remains
- Lost/stolen luggage assistance excess of what is payable by an airline
- Accidental death & dismemberment (AD&D)
- Up to 14 days of coverage for personal travel before or after the International Assembly at no cost

**Claim Assistance** In the event of injury, illness, or loss, contact the travel insurance company, AIG, directly (contact information is on the bottom corner of the Travel ID Card). In some cases a completed claim form along with medical invoices and/or receipts will need to be submitted directly to AIG. Notice of claim must be given to AIG, insurance company, within 20 days after the loss. Please keep copies of any medical documentation including invoices and receipts, for your records.

**Coverage details and questions** For more travel insurance information, contact RI Risk Management (email: [insurance@rotary.org](mailto:insurance@rotary.org)).

# TRAVEL INSURANCE IDENTIFICATION (ID)

AIG Accident & Health



Rotary Traveler Guide



## Travel Insurance Plan with Global Assistance Services

Traveling requires attention to a number of unique details that are not related to your primary responsibilities. A study from the Global Business Travel Association shows that 75 percent of travelers encountered a mishap while traveling to their business destinations.<sup>1</sup> Rotary International has provided you with travel accident insurance coverage, along with travel assistance services, to help you with travel mishaps or emergencies during your trip, in case you experience anything from a medical emergency to a security issue or lost luggage. We are here 24 hours a day, 7 days a week to support you.



Please detach the card below and carry it with you during the course of your trip.



**Rotary Traveler ID Card**  
24/7 Assistance Services

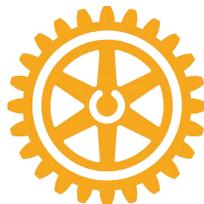
Policyholder: Rotary International  
Policy Number: GTP 0009154883

To access your assistance website services, visit [aig.com/us/travelguardassistance](http://aig.com/us/travelguardassistance)  
Register with your policy number (using numerals only).

For the Travelers of  
Rotary International



**Rotary**



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## Supplemental Out-of-Country Accident & Sickness Medical Expense Coverage with 24/7 Assistance Services

As part of Rotary International's travel accident program, you also have supplemental out-of-country accident and emergency sickness medical expense coverage. If you suffer a covered injury or contract an emergency sickness that requires you to be treated by a physician while traveling outside of your country of permanent residence during any trip as defined by the policy, the company will pay the usual and customary charges incurred for covered medical services received due to that injury or emergency sickness up to the benefit maximum. This supplemental benefit is payable for such charges after the deductible has been met.

Benefit Maximum:	\$500,000
Deductible:	\$0
Benefit Period:	52 Weeks
Maximum Trip Length:	180 Days

### Medical Emergency Guarantee Charge Expense Benefit

If, while traveling outside of your country of permanent residence, you incur a Hospital Admission Guarantee Charge and/or a Medical Expense Guarantee Charge, the Company will pay the actual expenses incurred for guarantee of the payment to the Hospital or the medical provider up to a maximum of \$10,000.

This benefit may impact the tax treatment of Healthcare Savings Accounts under High-Deductible Health Plans. Please consult with your tax and legal advisors to learn about any potential impact.

### What's Covered

Covered medical service(s) refers to any of the following services, as long as the service is medically necessary:

1. Hospital semi-private room and board (or, when medically necessary, room and board in an intensive care or cardiac care unit); hospital ancillary services (including, but not limited to, use of the operating room or emergency room); or use of an ambulatory medical center;
2. Services of a physician or registered nurse;
3. Ambulance service to or from a hospital;
4. Laboratory tests;
5. Radiological procedures;
6. Anesthetics and the administration of anesthetics;
7. Blood, blood products, artificial blood products, and the transfusion thereof;
8. Physical therapy and occupational therapy;
9. Rental of durable medical equipment;
10. Artificial limbs, artificial eyes, or other prosthetic appliances; or
11. Medicines or drugs administered by a physician or that can be obtained only with a physician's written prescription.

To learn more or access your assistance website services, visit [aig.com/us/travelguardassistance](http://aig.com/us/travelguardassistance).

### Travel Guard® ID Card

Toll-Free/Free Phone (within the U.S.): **1-877-244-6871**  
Collect/Reverse Charge (outside the U.S.): **+1-715-346-0859**  
Email: [assistance@aig.com](mailto:assistance@aig.com)

#### Contact in the event of:

- Emergencies
- Eligibility verification
- Doctor referrals
- Medical evacuations
- Assistance services
- Benefit plan contact information

[aig.com/us/travelguardassistance](http://aig.com/us/travelguardassistance)

Mail claims to:

AIG Claims Dept. | P.O. Box 25987 | Shawnee Mission, KS 66225-5897  
[ahclaims@aig.com](mailto:ahclaims@aig.com)

### Medical Assistance

- Coordinate medical evacuations
- Give referrals for hospitals and providers
- Provide emergency prescription replacement assistance
- Arrange special medical services when required

### Travel Assistance

- Lost/stolen baggage assistance
- Lost passport/travel documents
- ATM locator
- Roadside assistance
- Emergency telephone interpretation
- Legal referrals/bail bond
- Embassy and consulate information

### Assistance Website

- Travel Security Awareness Training — online instruction modules
- Country reports
- Travel alerts
- [aig.com/us/travelguardassistance](http://aig.com/us/travelguardassistance)

### Security Assistance

- Security evacuation assistance with immediate, on-the-ground physical response
- Security and safety advisories
- 24-hour response services to assist employees and their families during an incident
- Online access to up-to-date security intelligence

## Have an Emergency? Call Travel Guard

Toll-Free/Free Phone (within the U.S.): **+1 877-244-6871**

Collect/Reverse Charge (outside the U.S.): **+1 715-346-0859**

1. "When Travel Attacks: The Human and Financial Cost of Business Travel Mishaps," Global Business Association, 2014.
2. Identity theft services are not available for residents of New York or outside of the United States.

[www.aig.com/us/benefits](http://www.aig.com/us/benefits)

The underwriting risks, financial and contractual obligations, and support functions associated with products issued by National Union Fire Insurance Company of Pittsburgh, Pa., are its responsibility. National Union Fire Insurance Company of Pittsburgh, Pa., maintains its principal place of business in New York, NY, and is authorized to conduct insurance business in all states and the District of Columbia. NAIC No. 19445. AIG Benefits Travel Assist services are provided by Travel Guard Group, Inc., an AIG company. Coverages may not be available in all states. *Rotary International* is a separate and unrelated entity.

This is a summary only of products and services offered. Actual offerings may vary by group size and are subject to state insurance law, and the benefits/provisions as described may vary due to such law. All products are subject to the policy terms, conditions, limitations, reductions, exclusions, and termination provisions. Please see policy and certificate for details.

Policy series C11860DBG-B40

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Bring on tomorrow®

# FESTIVAL NIGHT

District governors-elect are invited to take part in Festival Night at the International Assembly. The evening will feature international music, dance, and entertainment acts presented by the assembly participants. An act can represent multiple districts, a zone, multiple zones, a country, or multiple countries.

The following guidelines have been developed to ensure that the greatest number of groups can safely and successfully participate during the time allotted for Festival Night. Thank you for your attention to these instructions.

## CONTACT PERSON

Assign one primary contact person to lead your group. This person has the following responsibilities:

1. Submit one Festival Night Form to RI on behalf of the group (see below).
2. Receive a confirmation letter, which will include an orientation time scheduled for the group.
3. Organize all aspects of the group's performance.

## FESTIVAL NIGHT FORMS

The contact person must submit one form by Monday, 14 October, for an act to be considered for the Festival Night program. Because the number of acts is limited, **forms submitted after the deadline will not be accepted.**

## SELECTION OF ACTS

The program will include 20 acts, which will be chosen based on the following criteria:

1. Representation of each country or zone. Because space for acts is limited, districts and zones are encouraged to combine their performances into one act. Acts of eight people or fewer will not be selected.
2. Timeliness of submissions. If multiple groups apply from the same country or zone, we will consider the submissions in the order in which they were received. If the forms are received at the same time, a lottery system will be used to select the group.

The program order will be determined by the RI president-elect before the assembly.

## CONTENT OF ACTS

Each act should reflect national or regional culture through dress, dance, or music, and must be performed live *without* visual support (slides, pictures, film, PowerPoint, or video). Due to music copyright issues, video recordings of the performances will not be available. Because simultaneous interpretation is not offered for this event, narration is discouraged.

## TIME LIMIT

The time limit for each act is three minutes. Any act that is longer than three minutes will be shortened.

## NUMBER OF PERFORMERS

For safety reasons, the number of people onstage at one time is limited to 40. Any group with more than 40 performers will need to position the additional people on the floor in front of the stage.

## ORIENTATION SESSION

All performers must attend the assigned orientation session before their performance on Festival Night.

**Acts that do not attend their orientation session will not be allowed to perform.**

All assigned times are final and cannot be changed.

## CANCELLATION

If a group decides not to participate in Festival Night after submitting a form, the contact person is required to notify the RI stage manager as soon as possible.

## FINAL ARBITER

The RI stage manager is the final arbiter.

# REGISTRATION CHECKLIST

All forms and links can be found on the International Assembly webpage:  
[my.rotary.org/en/exchange-ideas/events/international-assembly](https://my.rotary.org/en/exchange-ideas/events/international-assembly)

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## FORMS DUE BY MONDAY, 14 OCTOBER

### REGISTRATION

- District governors-elect:** Register online at [my.rotary.org/en/exchange-ideas/events/international-assembly](https://my.rotary.org/en/exchange-ideas/events/international-assembly)  
Contact [ri.registration@rotary.org](mailto:ri.registration@rotary.org) to request a PDF version.
- Rotaractors:** Approved official participants will receive an email with their registration link by 9 August.  
For more information, please contact [ri.registration@rotary.org](mailto:ri.registration@rotary.org).

**EMAIL: [STAGEPRODUCTION@ROTARY.ORG](mailto:STAGEPRODUCTION@ROTARY.ORG) • FAX: +1-847-556-2194**

- [Festival Night Form](#) (district governors-elect only)

**EMAIL: [VENDORS@ROTARY.ORG](mailto:VENDORS@ROTARY.ORG) • FAX: +1-847-556-2137**

- District Governor Payee Information Form

### PERSONAL STAY EXTENSION LINK:

- <https://book.passkey.com/go/RotaryIA2020>

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## FORM DUE BY MONDAY, 4 NOVEMBER

**EMAIL: [RITS@ROTARY.ORG](mailto:RITS@ROTARY.ORG) OR YOUR ROTARY TRAVEL SERVICES DESIGNATED AFFILIATE AGENCY.**

- Rotary Travel Services Assembly Travel Request Form

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## FORM DUE BY WEDNESDAY, 25 MARCH

**EMAIL: [EXPENSEREPORTS@ROTARY.ORG](mailto:EXPENSEREPORTS@ROTARY.ORG) • FAX: +1-847-556-2193**

- RI/TRF Expense Statement [rotary.org/RIdocuments/en\\_doc/expense\\_report\\_en.xls](https://rotary.org/RIdocuments/en_doc/expense_report_en.xls)