



2018  
INTERNATIONAL ASSEMBLY  
**PARTICIPANT  
REGISTRATION**

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



August 2017

Dear 2018 International Assembly Participants:

It is my pleasure to invite you to register for the International Assembly, 14-20 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 spouses, designed to appeal to their diverse interests and experiences.

Please read the enclosed registration and travel information thoroughly before completing the 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**

### **DGEs**

The link for the 2018 Travel Request Form will be available Tuesday, 12 September 2017. This will allow Rotary International Travel Service (RITS) to obtain the most favorable fares. RITS will book arrivals for all district governors-elect and official paid participants to San Diego International Airport before 15:00 on Sunday, 14 January. Individuals for whom arrival before 15:00 is not possible will be booked to arrive on Saturday, 13 January, at the expense of RI. Participants who arrive in the U.S. before Sunday, 14 January, because of personal travel arrangements will not be considered to have a forced overnight, and RI will not reimburse hotel accommodations for any night prior to 14 January.

### **Training Leaders**

RITS will book arrivals for all training leaders to San Diego International Airport by 12:00 on Tuesday, 9 January. Individuals for whom arrival by 12:00 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  
[www.manchestergrand.hyatt.com](http://www.manchestergrand.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, 14 January, you may have a wait and be asked to check bags at the bellstand until your room is ready.

Hotel check-out time is 12:00. 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**

Local Rotarians will greet district governors-elect and official participants at the San Diego International Airport. RI will provide shuttle service to the Manchester Grand Hyatt San Diego on the major arrival date of Sunday, 14 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 Training Leaders**

All training leaders should plan to arrive at the hotel by 16:00 on Tuesday, 9 January. The San Diego International Airport has many shuttles and taxis available to the Manchester Grand Hyatt San Diego. The cost of your transportation arrangements are reimbursable as part of your expense report submission.

## **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.

## ASSEMBLY REGISTRATION PROCESS

### District Governors-elect and Official Paid Participants

1. Check in at the hotel registration desk.
2. Pick up your registration packet on Sunday, 14 January, at the Assembly Registration Desk (Harbor Foyer, 2nd Floor). Hours: 11:00-18:00.
3. After 18:00 on Sunday, 14 January, you will need to pick up your registration packet in the Assembly Office (Show Office 6, 2nd Floor). The Assembly Office will be open until 20:00 on Sunday, 14 January, and will reopen at 07:00 on Monday, 15 January.

### Training Leaders

Training leaders and spouses may pick up their badges and registration materials, and meet fellow training leaders, seminar trainers, moderators, and staff on Tuesday, 9 January, in the Coronado Foyer, 4th Floor. Hours: 16:00-17:00.

## MEALS

The meal plan constitutes three meals per day and begins with a buffet dinner on Sunday, 14 January, and continues through lunch on Friday afternoon, 19 January. Training leader meals begin with dinner on Tuesday, 9 January.

All district governors-elect, official paid participants, 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, 14 January, up to \$25 per person
- Dinner: Wednesday, 17 January, up to \$45 per person (if you elect not to participate in Host Hospitality, please see below)
- Dinner: Friday, 19 January up to \$45 per person
- Breakfast: Saturday, 20 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 in the San Diego area invite you to register for Host Hospitality dinners on Wednesday, 17 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, 17 January, register online at [www.clubwebrotary.org/hospitality](http://www.clubwebrotary.org/hospitality).

## EXPENSES AND REIMBURSEMENTS

The following information applies to all travelers whose expenses are paid by RI. Reimbursements for expenses will not be made at the International Assembly. In order to be reimbursed, please complete the [official RI/TRF Expense Statement](#), with all the receipts for payments of \$75 or more. District governors-elect must also submit the [District Governor Payee Information form](#).

Refer to the [Guidelines for Submitting Expense Statements](#) or [Documenting Expenses reference](#) if you have questions. Additional information is also available on [My Rotary](#).

1. RI will reimburse the following expense:
  - 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 airport
  - Any additional meal expenses during travel to the assembly (see Meals for exceptions)
  - Visa expenses (international district governors-elect; RITS preapproval is required)
  - Visa-related travel (international district governors-elect)
  - Parking at the hotel (RITS preapproval is required)
  - Airline luggage fees incurred during travel to/from San Diego and home location, provided receipts are included with the expense statement. Maximum of two bags per person.
  - **Training leaders and RI-funded speakers only:** Taxi fares and shuttles to/from the hotel

**Note:** RITS preapproval is required for airfare and cumulative mileage or rail expenses over \$350. RITS 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 district governors-elect and spouses directly to the hotel. This amount includes gratuities and state and local taxes. Each district governor-elect will be responsible for all personal charges on the bill. Any incidental charges on the hotel bill, as listed above, 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)
  - 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 for 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 20 March.
6. Expense statements (with all necessary receipts attached) must be submitted within 60 days for reimbursement (no later than Tuesday, 20 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**

Travel insurance is provided to all Rotarians and their spouses attending the International Assembly on RI-funded business. The Travel Insurance Program Overview on page 12 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.

### **MEDIA RELEASE**

By attending the International Assembly, registrants consent to be photographed by any means, including still photography and video recording, and grant Rotary International and The Rotary Foundation the right to use and publish their names, voices, and likenesses forever and for any purpose worldwide without RI or the Foundation incurring debts or liabilities of any kind.

### **PRESIDENT-ELECT'S MEAL EVENT**

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

### **SPOUSE PROGRAM**

The program for governor-elect spouses includes small group discussions, general sessions, workshops, and networking opportunities. Activities are designed to educate spouses, whether they're new to Rotary or have Rotary experience.

Spouses are not required to attend the assembly. If your spouse chooses to attend, his or her flight and meals will be paid for by RI (a value of \$1,000-\$3,000). Full participation in the spouse program is mandatory.

Rotary International recognizes that some DGEs are not married but have a partner who has participated in their growth as a Rotarian and will be assisting them during their term. The partner must be in full support of the Rotarian in the role of district governor or training leader. If you need to update your spouse/partner in your Rotary profile, please contact [data@rotary.org](mailto:data@rotary.org).

### **DRESS CODE**

During the working part of the day, the appropriate dress for both participants and their spouses is business casual attire (no tie or suit coat required). This includes all general sessions and group discussions.

You and your spouse are encouraged to wear your national attire for the International Dinner Dance, which will begin with a grand march of participants wearing national dress, assembled by country; for those not wearing national dress, the attire for this event is business attire (suit and tie/pantsuit).

Attire for the Fellowship Banquet is a suit and tie, cocktail dress, or 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

### **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 spouses.

**Breakout sessions:** Sessions held with groups of approximately 20 district governors-elect. 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.

**Spouse 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 and Project Fair:** Exhibition featuring cultural displays highlighting the internationality of Rotary, district project displays, and a designated area to meet, network, and connect with fellow participants from around the world.

## 2018 LEADERS SEMINAR SCHEDULE

The leaders seminar (Tuesday-Sunday, 9-14 January) gives training leaders 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 under separate cover.

## 2018 INTERNATIONAL ASSEMBLY SCHEDULE

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

Spouse sessions appear in the shaded boxes.

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

### Sunday, 14 January

- 11:00-18:00 Registration
- 16:00-17:00 Interfaith
- 17:30-19:15 Buffet Dinner
- 19:30-20:30 Opening General Session

### Monday, 15 January

- 07:00-08:30 Buffet Breakfast
- 09:00-10:30 General Session 2
- 11:00-12:30 DGE Breakout Session
- 11:00-12:30 Spouse Discussion
- 12:30-14:15 Buffet Lunch
- 12:45-14:15 President-elect's Luncheon/  
Photo Session (by invitation)
- 14:30-15:45 General Session 3
- 16:15-17:45 DGE Breakout Session
- 16:15-17:45 Spouse Discussion
- 17:45-19:30 Buffet Dinner
- 18:00-19:00 Optional Technology Lab  
(session open to DGEs and spouses)
- 18:00-19:30 President-elect's Dinner/  
Photo Session (by invitation)



**Tuesday, 16 January**

07:00-08:30 Buffet Breakfast  
 07:30-08:30 Optional Technology Lab  
 (session open to DGEs and spouses)  
 09:00-10:00 General Session 4  
 10:30-11:45 Spouse Opening General Session  
 10:30-12:00 DGE Breakout Session  
 12:00-13:45 Buffet Lunch  
 12:15-13:45 President-elect's Luncheon/  
 Photo Session (by invitation)  
 12:45-13:30 Optional Technology Lab  
 (session open to DGEs and spouses)  
 14:00-15:15 Panel Presentation  
 15:45-17:15 Cultural Exchange and Project Fair  
 (session open to DGEs and spouses)  
 19:00-19:30 Grand March  
 19:30-22:00 International Dinner Dance

**Wednesday, 17 January**

07:00-08:30 Buffet Breakfast  
 07:30-08:30 Optional Technology Lab  
 (session open to DGEs and spouses)  
 09:00-10:15 General Session 5  
 10:30-12:00 Spouse Workshop  
 10:30-12:00 DGE Breakout Session  
 12:00-13:45 Buffet Lunch  
 12:15-13:45 President-elect's Luncheon/  
 Photo Session (by invitation)  
 14:00-15:00 General Session 6  
 15:30-17:00 DGE Breakout Session  
 15:30-17:00 Spouse Discussion  
 Free Evening — no dinner planned

**Thursday, 18 January**

06:30-08:00 Buffet Breakfast  
 07:00-08:00 Optional Technology Lab  
 (session open to DGEs and spouses)  
 08:30-09:45 General Session 7  
 10:15-11:30 Spouse General Session 2  
 10:15-11:45 DGE Breakout Session  
 11:45-13:30 Buffet Lunch  
 12:00-13:30 President-elect's Luncheon/  
 Photo Session (by invitation)  
 13:45-15:15 Roundtable Discussions and  
 DGE Breakout Session  
 13:45-15:45 Spouse Session  
 15:45-17:15 Roundtable Discussions and  
 DGE Breakout Session  
 19:00-21:00 Fellowship Banquet

**Friday, 19 January**

07:00-08:30 Buffet Breakfast  
 07:30-08:30 Optional Technology Lab  
 (session open to DGEs and spouses)  
 09:00-10:00 General Session 8  
 10:30-12:00 DGE Breakout Session  
 10:30-12:00 Spouse Discussion and Evaluation  
 12:00-13:45 Buffet Lunch  
 12:15-13:45 President-elect's Luncheon/  
 Photo Session (by invitation)  
 14:00-15:30 DGE Breakout Session  
 16:00-17:15 General Session 9

# 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 RI Travel Services (RITS) request forms must be submitted by Friday, 27 October. Handwritten forms are not accepted. All airline tickets must be issued by Friday, 17 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.
5. Begin the subject line with IA18 followed by your family name and district number (for example, IA18 – MILLER – 2200).
6. Attach the document, which will be found on your desktop, 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.

## RI TRAVEL SERVICES DESIGNATED TRAVEL AGENCIES

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

### AUSTRALIA & NEW ZEALAND

Chelsea Peacock  
Raptim Humanitarian Travel  
6/670 Canterbury Road, Surrey Hills, Victoria 3127  
Australia  
Tel: 61-3-8001-6029  
Fax: 61-3-9836-7188  
Email: [rotarytravel.au@raptim.org](mailto:rotarytravel.au@raptim.org)  
Senior Leaders: [rotaryvip.au@raptim.org](mailto:rotaryvip.au@raptim.org)

#### *After Hours:*

Outside Australia: +61-3-8001-6029 Option 2  
Inside Australia: +61-3-9890-6555 Option 2

### BRAZIL

Helena K Vassilnenko  
Flytour American Express Business Travel  
Avenida Juruá, 641  
Alphaville, Barueri, SP  
Brazil  
Tel: 55-11-4502-2613  
Fax: 55-11-4502-2625  
Email: [rotarybrasil@flytour.com.br](mailto:rotarybrasil@flytour.com.br)

#### *After Hours:*

55-11-4506-7766  
Demais regiões do Brasil: 4004-0007  
São Paulo: 4706-77-66

### INDIA

TBA  
BCD Travel  
326 DLF Tower A  
Jasola Vihar  
New Delhi-110025, India  
India  
Tel: 91 (0)11 4368 5007  
Alternate: Tel: 91-11-43613838 & 42250156  
Fax: 91-11-42250191/92  
Email: [rotary.india@bcdtravel.in](mailto:rotary.india@bcdtravel.in)  
Alternate: Email: [RITSindia@rotary.org](mailto:RITSindia@rotary.org)

### JAPAN

Yoshifumi Kamifuji, Tonichi Travel Service (TNK)  
Rotary Section  
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

Allison Han  
BCD Travel  
14F Office 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

Camille Bustillos, The Baron Travel Corporation  
Ground Floor, Cityland 10 (Tower 2)  
6817 Ayala Ave. North Corner Dela Costa Street  
Salcedo Village, Makati City  
Philippines  
Tel: 632-817-4926  
Fax: 632-819-2993  
Email: [corporate@barontravel.com.ph](mailto:corporate@barontravel.com.ph)  
*After Hours:*  
63-927-8754884

### USA AND CENTRAL AND SOUTH AMERICAN COUNTRIES (EXCEPT BRAZIL)

Raptim Humanitarian Travel  
Rotary International  
1560 Sherman Ave. 16NW  
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 spouses with full expenses paid to the 2018 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 RITS 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 as the tickets are issued.

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 RITS Assembly Travel 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. 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 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 submit your final itinerary to [RITS@rotary.org](mailto:RITS@rotary.org) upon issuance of your travel documents. 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).
4. If you are preapproved to purchase airline tickets through a local travel agency, 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 not be reimbursed if you do not submit your final itinerary.**
5. Rotary uses preferred airlines that provide discounts to RI and The Rotary Foundation.
6. You will accept flights with up to one additional connection if significant cost savings can be achieved.
7. 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.
8. Those planning to drive to San Diego must submit a RITS Assembly Travel Request Form and receive authorization from RITS. You will be reimbursed, provided the cost does not exceed the amount of a RITS-calculated round-trip airfare. Complete the RITS Assembly Travel Request Form to submit your request.
9. If air service is unavailable, you will be reimbursed for the cost of the most economical alternate means of transportation.
10. RITS must approve the use of intermediate or small rental cars. RI will not reimburse Collision Damage Waiver or Personal Accident Insurance on rental cars. Complete the RITS Assembly Travel Request Form to submit your request.

11. Tickets obtained using airline mileage require preapproval and are subject to reimbursement of actual costs paid, which are generally only taxes and airport fees.
12. You will pay the cost of any personal travel booked in conjunction with authorized RI travel. Individuals requesting personal travel will be charged \$15 service fee for domestic travel (within the U.S.) and \$35 for international travel.
13. Frequent flyer miles earned through tickets purchased by RI will be credited to the account(s) of the individual traveler.

14. 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 Rotarians and their spouses when traveling on RI-funded business to, from, and while at the International Assembly. This insurance provides coverage for unexpected injuries and illness with no deductible or co-pay. This insurance does not provide coverage for routine or preventive medical care; it provides limited benefits for travel within one's home country, and it will apply in excess of any existing insurance coverage.

**Travel Insurance Identification (ID).** A copy of the travel insurance ID is included on page 13. Carry the ID when traveling to the International Assembly. In the event of an accident or illness, a medical provider may require your ID as proof of coverage. The ID also contains contact information to the travel emergency assistance service provider, Europ Assistance.

**Benefits.** The following benefits are included (*subject to policy terms and conditions*):

- **Medical Expense.** Up to \$500,000. Coverage applies for travel outside of your home country only. There is no travel insurance medical expense coverage while traveling within your home country.
- **Accidental Death and Dismemberment.** Up to \$250,000.
- **Repatriation of Remains.** Coverage applies when traveling 100 miles or more from your place of residence. Authorization must be obtained from Europ Assistance prior to making arrangements.
- **Medical Evacuation.** Coverage applies when traveling 100 miles or more from your place of residence. You must obtain authorization from Europ Assistance prior to making arrangements.
- **Security / Natural Disaster Evacuation.** Coverage applies for travel outside of home country only. There is no security / natural disaster evacuation coverage while traveling within your home country. You must obtain authorization from Europ Assist prior to making arrangements.
- **Loss of Personal Property.** Up to \$10,000. Electronics are not covered.
- **24/7 Travel Assistance through Europ Assistance USA.** If you have a travel emergency and/or need travel assistance, contact Europ Assistance USA using the telephone number on your ID.
- **Extended Personal Travel Coverage.** The policy allows up to seven additional days of coverage for personal travel before or after the International Assembly at no additional cost. If personal travel is more than seven days, consider purchasing personal travel insurance coverage.

**Claim forms.** In the event of an injury, illness or loss, a completed claim form along with medical invoices and/or receipts will need to be submitted directly to the travel insurance company (AXIS Insurance Co.) at the address shown on the claim form. To obtain a claim form, visit the Assembly Office on-site or contact RI Risk Management (email: [insurance@rotary.org](mailto:insurance@rotary.org); phone: +1-847-866-5245). Please maintain copies of paperwork, 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); phone: +1-847-866-5245).

# TRAVEL INSURANCE IDENTIFICATION (ID)

AXIS Accident & Health



## Emergency Assistance Anywhere in the World



### About AXIS Capital

AXIS Capital is a Bermuda-based global provider of specialty lines insurance and treaty reinsurance with locations in Bermuda, the United States, Europe, Singapore, Canada, Australia and Latin America. The AXIS operating subsidiaries have been assigned a rating of "A+" ("Strong") by Standard & Poor's and "A" ("Excellent") by A.M. Best.

Insurance coverage is underwritten by AXIS Insurance Company. Coverage may not be available in all U.S. states and jurisdictions. Product availability and plan design features including eligibility requirements, descriptions of benefits, exclusions or limitations may vary depending on state laws. Travel assistance services are provided through a service agreement with Europ Assistance, USA.

[www.axisaccidenthealth.com](http://www.axisaccidenthealth.com)

© 2012 AXIS Accident & Health

Your insurance coverage includes access to services that can help make traveling a little easier or provide support for you during an emergency. Clip and save the wallet card below to have the contact information handy in case you need assistance while traveling.

### Medical and other travel emergency support

As part of your accident coverage, you and your family have access to AXIS Accident & Health's travel assistance program for emergencies that occur while traveling almost anywhere in the world, at least 100 miles from home.

With a local presence in more than 200 countries and territories and 40 assistance centers open 24/7, we offer pre-trip assistance and support while traveling in case of emergency. International assistance coordinators and case managers, as well as physicians and nurses, are available to provide support 24 hours a day.

In the event of a life-threatening emergency, call the local emergency authorities first to receive immediate assistance, and then contact AXIS Accident & Health's travel assistance program with the phone number on the attached wallet card.

### When traveling outside of the U.S., make sure you know the country code of your location before calling.

Travel assistance services include:

- Medical evacuation and/or repatriation
- Medical case management and review
- Transportation for dependents and traveling companions
- Prescription and eyeglass replacement or refill assistance
- Pre-trip informational assistance
- Emergency cash advance
- Lost document/baggage assistance
- Bail-bond posting
- Referral to attorneys
- Emergency message relays
- Emergency translation/interpretation assistance by phone



For an emergency or any other travel assistance:  
From the U.S. and Canada, call **1.888.870.2947**  
From other locations, call collect **+1.609.375.9190**  
Or email: **AXIS.travel@europassistance-usa.com**  
*Please indicate you are a participant in the AXIS program.*  
Policyholder Name: Rotary International  
Policy #: AH-0019-0169-0000-US

fold dotted line



Need emergency help when traveling? Call for:

- Travel and Medical Assistance
- Financial and Legal Assistance
- Communication/Translation Assistance

TrvEA\_11-12

Travel Assistance

# REGISTRATION CHECKLIST

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

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## FORMS DUE BY FRIDAY, 29 SEPTEMBER

### REGISTRATION

- Register online at [my.rotary.org/en/exchange-ideas/events/international-assembly](http://my.rotary.org/en/exchange-ideas/events/international-assembly)
- Contact [ri.registration@rotary.org](mailto:ri.registration@rotary.org) to request a PDF version.

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

- District Governor Payee Information Form

**E-MAIL: [MARK.HANNIGANII@HYATT.COM](mailto:MARK.HANNIGANII@HYATT.COM) • FAX: +1-619-358-6729**

- Personal Stay Extension form (optional)

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## FORM DUE BY FRIDAY, 27 OCTOBER

**EMAIL: YOUR ROTARY TRAVEL SERVICES DESIGNATED RITS AFFILIATE AGENCY (SEE PAGE 9)**

- RITS Assembly Travel Request Form

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## FORM DUE BY TUESDAY, 20 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](http://rotary.org/RIdocuments/en_doc/expense_report_en.xls)



# REGISTRATION AND HOUSING FORM

DISTRICT \_\_\_\_\_

**All registrations must be submitted by Friday, 29 September.**

Contact [ri.registration@rotary.org](mailto:ri.registration@rotary.org) with questions.

Two ways to register:

1. Register online and receive an immediate confirmation (district governor-elect and spouse registration only) [my.rotary.org/en/exchange-ideas/events/international-assembly](http://my.rotary.org/en/exchange-ideas/events/international-assembly)
2. Email your form to [ri.registration@rotary.org](mailto:ri.registration@rotary.org) (if not including payment information) or fax your form to +1-847-556-2194. A confirmation of your registration will be emailed to you.

## PARTICIPANT INFORMATION

Complete the fields exactly as you would like your name badge to appear. The information provided by district governors-elect should reflect the same information provided on nominee data forms.

FAMILY NAME	FIRST NAME AND MIDDLE INITIAL
BADGE/CALL NAME (Example: Jenny, if full name is Jennifer Smith)	CLASSIFICATION/FORMER CLASSIFICATION
DISTRICT	EMAIL

Is your spouse attending?  Yes  No If yes, fill in the information in shaded box below.

**Please note the specific badge requirements for Rotarian and non-Rotarian spouses.**

FAMILY NAME	FIRST NAME AND MIDDLE INITIAL	BADGE/CALL NAME
CLASSIFICATION/FORMER CLASSIFICATION ( <b>Rotarians only</b> )	DISTRICT	
ROTARY CLUB (Rotarians) <b>OR</b> CITY OF RESIDENCE (Non-Rotarians) <b>AND</b> STATE/PROVINCE	COUNTRY	

### Spouse Language Preference

For written materials received at the International Assembly:

English  French  Italian  Japanese  Korean  Portuguese  Spanish

For participating in discussions at the International Assembly:

Chinese  English  French  German  Hindi  Italian  Japanese  
 Korean  Portuguese  Spanish  Swedish

## EMERGENCY CONTACT INFORMATION (REQUIRED)

In case of an emergency during the meeting, contact:

NAME	PHONE (Include country and city codes)
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## MEALS

All district governors-elect, official paid participants, and training leaders are required to participate in the meal plan. Credit cannot be given for meals not taken by any participant. RI-funded speakers have the option of participating in the meal plan.

If you are a speaker, please indicate your participation.  Yes  No

Please indicate the special dietary need for you and your spouse by checking from the list below:

	Diabetic	Gluten-free	Halal	Vegetarian	Vegan	No red meat	No fish	No shellfish
Self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE NOTE: Pork is NOT served at any meal function.

Specify any life-threatening food allergies: \_\_\_\_\_

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**SPECIAL NEEDS**

Please indicate any medical conditions or requests that RI should be aware of, and any special arrangements to be made to accommodate your needs in your sleeping room or in training sessions. Select from the list below:

- |   |   |
|---|---|
| <input type="checkbox"/> Sleeping room with a roll-in shower                                    | <input type="checkbox"/> Literature printed in Braille  |
| <input type="checkbox"/> Sleeping room bathtub with a portable bench and grab rails             | <input type="checkbox"/> I have vision/hearing impairments and need to be seated near the front of the room for training sessions |
| <input type="checkbox"/> Sleeping room with grab rails in the shower/tub and around the toilet  | <input type="checkbox"/> I require an assisted listening device   |
| <input type="checkbox"/> Sleeping room with a phone for deaf/hard of hearing and a visual alarm | <input type="checkbox"/> I require a wheelchair/scooter   |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> I am bringing my own wheelchair/scooter  |

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**HOTEL**

Each district governor-elect, official paid participant, training leader, and RI-funded speaker will have a standard room reserved at the Manchester Grand Hyatt San Diego. Please indicate your room preference:

- One Bed    Two Beds

Arrival: Sunday, 14 January

Departure: Saturday, 20 January

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**PHONE CARDS**

Phone cards will only be distributed to district governors-elect and training leaders upon request. Indicate below if you will need a phone card.

- I require a phone card.

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**SIGNATURE**

By my signature, I agree to abide by all the policies and conditions as outlined in the General Information section of this booklet. Additional information is available upon request. All forms must be signed.

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SIGNATURE (Electronic submission of this form constitutes a signature)

DATE