



## 2019 Meeting Details (FAQs)

### **Hotel Accommodations:**

#### **Can I request my own room?**

Yes, you can stay in your own room, however Capstone will only pay for you to share a room. If you would like to upgrade to a single-occupancy, you would be responsible for the additional cost (\$110/night).

#### **Am I able to request a roommate?**

Absolutely! Many attendees ask to share a room with someone they have in the past. There is an area in the registration form where you can request a roommate. Just make sure they are requesting you as well!

#### **Am I able to extend my stay?**

Absolutely! Feel free to come before your meeting begins, or extend your stay. Keep in mind you will be responsible for any extra nights outside of the dates of the meeting. The cost per night for single occupancy is \$205 per night (includes tax), and \$110 /person/night for a double occupancy. Be sure to indicate your check-in and check-out dates when you register! Rates for extended stays are based on availability at the hotel.

### **Flights:**

#### **I have an airline I prefer to fly with. Can I book a flight with this airline?**

There is an area on the registration form where you can indicate your preferred airline. Remarkable Journeys will look for flights with this criterion.

#### **Can I use my SkyMiles or frequent flyer number for my flight?**

Yes! Include this information when you register, and Remarkable Journeys will use it when booking your flight.

#### **I don't like the flight options provided to me when I registered. Can I find my own flight option?**

If you don't like the flight option provided, feel free to respond to Nyla Bridges what you would like to change. If you find a flight on your own that you prefer to the option provided to you, feel free to send this to her and ask her to book you on this flight. Keep in mind, we are working within a budget of \$400/flight.

#### **Can I change my flights after I register?**

Yes, but you are responsible for paying any change fees.

#### **I need to fly to a different destination than the city I arrived from. Is this possible?**

Yes, you can coordinate this with the travel agent when you register. Make sure you list the specific details for arrival and departure airports.

## **The Meeting:**

1. **Should I bring my laptop to the meeting?** Yes, for the Capstone meeting your device is a must! While we understand computer usage may be necessary, please refrain from activities during the meetings such as checking personal emails or engaging in social media.
2. **How much free time will I get at the meeting?** The meetings usually run from 8:00am to 5:00pm and are filled with informative sessions and organized dinners in the evening.
3. **Are portions of the meeting optional?** No, all meeting sessions and dinners are mandatory.
4. **What should I plan to wear during the meeting?** The attire for the meetings is business casual. For the awards dinner please bring appropriate cocktail attire.
5. **Should I plan to prepare anything before I come to the meeting?** Any pre-work will be communicated well before the meetings.

## **General/Other:**

### **How will I get from the airport to the hotel?**

Since the hotel is near the airport, all attendees may Uber, Lyft, or taxi to the hotel. Capstone will reimburse you for your ground transportation.

### **Can I bring a spouse, partner, or other members of my family?**

You are welcome to bring your spouse or partner, but be aware you will be responsible for their flight and stay. Also, keep in mind you will be in meetings for most of your time in Minneapolis, so you may not see them very much. That being said, they are welcome to come and are invited to all dinners.

### **What will it cost for me to bring my spouse?**

You will need to pay for their flight, as well as an upgrade to a private room. If you are sharing a room with your guest, the nightly fee is \$110.00 per night. If your guest joins us for meals, Capstone will treat. All other accommodations, travel, or food is at your expense.

### **I have a dietary restriction. Can I request meals that meet my needs?**

We will do our best to accommodate food allergies or health related food restrictions. You will have the opportunity to indicate any dietary restrictions upon registration.

### **Should I plan to pay for anything out of my own pocket during the meeting?**

Capstone will cover your expenses in terms of transportation and stay during the meeting. If you'd like your own room, an extended stay, or use of the hotel's additional services, this added expense will be covered by you.