

TRAVEL GUIDELINES

TRAVEL DATES

Arrive - Monday, February 6th in time for the opening session at 4:30 PM ET

Depart - Thursday, February 9th (Check-out time is 11:00 AM ET)

EARLY ARRIVALS

- If you have meetings on the CKO agenda for Monday you are automatically approved to arrive on Sunday, Feb. 5th
- If you live in Washington State, Oregon, California, or Arizona you are automatically approved to arrive on Sunday, Feb. 5th

HOTEL

You have control over your reservation. Initial reservations must be made by December 2nd, and any changes or cancellations must be completed no later than January 30th. No exceptions.

Please **don't forget** to change your **registration form** if you change your hotel reservation. We need to know your arrival and departure details so we can arrange transportation to and from the hotel.

FLYING TO CKO

Destination: Orlando International Airport (MCO)

Booking your Flight

- Book your ticket for a main cabin seat - you will not be reimbursed for upgraded seats
- \$700 round-trip ticket price maximum - anything over \$700 must be approved by a regional partner in advance
- CKO starts at 4:30 PM, so plan your flight accordingly

Getting to the Hotel

CKO 2023

IT'S TIME



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- On arrival go to the airport baggage claim area and look for an event person in a hot pink GPS shirt
- They will escort you to the hotel shuttle bus

DRIVING TO CKO

- Travel expense reimbursement maximum: \$300
- CKO starts at 4:30 PM so plan your arrival accordingly.
- Park in the hotel parking lot. Our special CKO rate is \$5 per day plus tax

WHAT IS REIMBURSABLE AND WHAT IS NOT?

- Is mileage reimbursable? Yes if you drove to CKO
- Is car rental reimbursable? NO
- Is valet parking reimbursable - NO
- Hotel Self Parking - Yes - if you drove to CKO
- Flights? Yes, for Main Cabin airfare up to \$700 (upgrades are not included)
- Can I be reimbursed for any guest expenses? NO