

Registration, Honorarium, Travel Information

NER Foundation Symposium

May 21-22, 2005

Metro Toronto Convention Centre

Toronto, Ontario, Canada



Registration:

- ALL FACULTY MUST REGISTER FOR THE SYMPOSIUM.
- Registration fee for the NER Foundation Symposium is waived.
- If you plan to attend the Annual Meeting, you will need to pay the Annual Meeting registration fee.
- A special registration packet will be sent to you in December.

Honorarium

As a Symposium Faculty Member you will receive a total honorarium of \$500.00 for the presentation and syllabus contribution, combined.

Travel Expenses

As a Faculty member who does not belong to ASNR, the following travel related expenses will be paid in gratitude for your time and efforts:

Airfare: Round trip coach airfare.

Accommodations: Two (2) nights lodging at the convention rate at the Fairmont Royal York Hotel.

PLEASE NOTE: All air and hotel reservations for non-member faculty must be made by the ASNR staff. Where possible, air travel will be booked on United Airlines, the Official NER Foundation Symposium and Annual Meeting provider.

Incidental Travel Expenses: The ASNR reimbursement policy: incidental travel expenses up to a maximum of \$100 per day for faculty (non-cumulative). ASNR considers incidental expenses:

- Transportation/parking costs to and from airport(s)
- Tips and gratuities
- Individual meals
- Phone calls during your approved hotel stay.
- *Items **Not** covered in reimbursable expenses include incidental expenses as hotel room Internet, business center services and movies.*

An added benefit to faculty is the **complimentary** use of the E-Access/Messaging Center at the meeting venue, allowing free Internet access on a daily basis.

We appreciate your adherence to these policies and require original receipts to be submitted with the completed travel expense form.

Honorarium and reimbursement for travel expenses will be paid by ASNR in one check approximately 6-8 weeks following the meeting.

Action Item: Please complete the Travel Profile Form included in this packet and return by Friday February 18, 2005. Reservations will be made based on the information provided on this form. Contact Valerie Geisendorfer at phone: 630-574-0220 x231 or email: vgeisendorfer@asnr.org with any questions.

Travel to Canada

- Due to unexpected weather, flight delays, clearing customs etc, ASNR recommends that speakers plan to arrive the night before their presentation.
- Remember to bring either a valid passport or Birth Certificate with valid photo ID.