

TRAVEL LOGISTICS INFORMATION REQUEST

Listed below are the personal details needed to book your travel arrangements.

1. Preferred method of travel:
 - a. Drive yourself: we will cover your parking expense at the hotel;
 - b. Train: Which station would you leave from and return to?
 - c. Air: Which airport(s) do you wish to leave from and return to?
2. Time considerations for departure (inbound and outbound):
3. Name as it appears on the form of identification you will use at the TSA screening point:
4. Date of birth:
5. Gender:
6. Cell phone number:
7. If travel is international:
 - a. Passport Number:
 - b. Country of Passport:
 - c. Date of issuance:
 - d. Location of issuance:
8. Any other travel preferences (airline preferences/frequent flyer numbers/seating preference):
9. Ground transportation preference if you do not wish to take the provided hotel shuttle: