



2018 CIS Annual Meeting Travel Information

Flight Information

Travel arrangements for round trip economy class airfare should be arranged through CIS' travel agency, Burkhalter Travel, by March 23, 2018 and follow the reimbursement guidelines.

- For North America based participants, we will cover up to \$750 in roundtrip, economy airfare to and from Toronto.
- For international participants, we will cover up to \$1,250 in roundtrip, economy airfare to and from Toronto.

To make your travel arrangements, please contact Burkhalter Travel by phone at + 1.800.847.5921 or by email at business@burkhaltertravel.com.

If your airfare is more than the allotted amount, you are responsible for the booking and payment of your airfare. You may then submit up to the allotted amount for reimbursement at the conclusion of the Annual Meeting. If you are unable to find airfare within the allotted amount and not able to pay for your airfare, please contact me to make special arrangements.

Registration

As a participant at the 2018 CIS Annual Meeting you will receive complimentary registration to the Annual Meeting, which will be handled by CIS. We will also provide complimentary registration to the pre-conference session, Update on Diagnostic Advances in Primary Immunodeficiencies if you would like to attend.

If you are planning to attend the pre-conference session on Thursday morning, please email Sarah Tulley, stulley@clinimmsoc.org by March 30th.

Hotel Reservations

CIS will make your reservations at the Sheraton Centre Toronto for the duration of your stay. Please input your arrival and departure dates in the assigned task.

- For North America based speakers, 2 nights at the hotel will be covered by CIS. Any additional nights will be the responsibility of the participant.
- For international speakers, 3 nights at the hotel will be covered by CIS. Any additional nights will be the responsibility of the participant.