



American Society of Transplant Surgeons

10<sup>th</sup> Annual Surgical Fellows Symposium  
October 7 – 9, 2016

South Seas Resort – Captiva, Florida  
Fellow Deadlines & Logistical Information

### **Flight Information**

ASTS will cover the cost of ONE round trip airfare ticket to/from the symposium for the invited fellow, as well as any baggage fees. Fellows are responsible for scheduling their own flights. You may purchase airfare on your own or you may use the travel agency provided by ASTS.

The program starts at 9:00 a.m. on Friday, October 7, and fellows should arrive on Thursday, October 6. The meeting concludes at 11:30 a.m. on Sunday, October 9. Please do not book your departing flight before Sunday.

If you choose to purchase airfare on your own, you may submit for reimbursement for the cost of your ticket up to \$550.00. Airfare in excess of \$550.00 must be approved by the ASTS National Office by Monday, July 25, 2016.

**Your flight information must be confirmed and provided to the ASTS National Office by Monday, July 25, 2016.**

*\*Please Note: If you need to change your flight after you book your ticket, you will be responsible for any penalty fees by the airline and administrative fees by the travel agent. Fees associated with changing flight schedules are not reimbursable by ASTS.*

The closest airport is the Southwest Florida International Airport (RSW). The airport is 37 miles from South Seas Resort.

### **Travel Agent**

For your convenience, ASTS has partnered with Carlson Wagonlit to provide travel agency services. You must contact Carlson Wagonlit directly to book your travel. The cost of your ticket will be charged directly to ASTS. Carlson Wagonlit can book additional tickets for accompanying family members and/or can arrange for upgrades at your own expense.

Carlson Wagonlit Phone: (877) 272-1290

Carlson Wagonlit Email: [travel.nc.us@contactcwt.com](mailto:travel.nc.us@contactcwt.com)

*\* Flight details will automatically be sent to ASTS from Carlson Wagonlit. If you do not book through Carlson Wagonlit, please remember to send your flight information directly to Jamison Visone at [jamison.visone@asts.org](mailto:jamison.visone@asts.org) by Monday, July 25, 2016.*

### **Housing**

ASTS will cover the cost of up to 3 nights (room and tax only) at South Seas Resort. ASTS will reserve the nights of Thursday, October 6; Friday, October 7; and Saturday, October 8. Requests in excess of three nights will be at your own expense and booked at the ASTS group rate of \$199.80. In order to receive the group rate, you must register to attend the symposium by June 30.

Upon receipt of your registration, ASTS will reserve your room for you and will provide the confirmation details prior to the symposium. You are NOT responsible for reserving your room.

### **Ground Transportation**

ASTS will provide complimentary ground transportation to/from the airport. Details will be provided to you closer to the symposium. This will be based on arrival/departure times of attendees. As a reminder, flight details must be confirmed and provided to ASTS by Monday, July 25, 2016.

*\* Please note, if you choose to rent a car or take a taxi, ASTS will not reimburse the cost of your transportation.*

### **Accompanying Guests**

All accompanying guests must register. There is a \$200.00 registration fee for each accompanying adult guest to defray the direct expenses associated with their attendance. For children under 12, the registration fee is \$60.00. Please register all guests when completing the online registration and provide their name(s). You will be asked to pay for guest(s) prior to completion of the online registration.

Guests are welcome to attend evening networking events. Educational sessions are limited to invited fellows only.

*\*Please Note: You MUST provide ASTS with all names of attending guests, regardless of age. ASTS has a special rate for ground transportation, and if a guest's name is not on the list, you will not be able to receive this special rate.*

### **Picture & Biography**

Please submit a professional picture and 100 word biography in 3<sup>rd</sup> person by Friday, August 5, 2016. Please email your picture & bio to Jamison Visone, ASTS Meeting Manager – [Jamison.visone@asts.org](mailto:Jamison.visone@asts.org).

### **DEADLINES**

<b>DATE</b>	<b>DUE</b>
6/30/2016	Register for the Surgical Fellows Symposium
7/25/2016	Book Flight
8/5/2016	Picture & Bio Due
10/7 – 10/9/2016	ASTS 10 <sup>th</sup> Annual Surgical Fellows Symposium