

Spring 2008 Collaborative Meeting

REVISED TRAVEL & CANCELLATION POLICY

Q: What does the Collaborative pay for?

A: As you know, one of the benefits of membership in the Collaborative is paid airfare to our bi-annual meetings. The number of airline tickets paid for by the Collaborative is dependent upon your school district's membership status:

- If you are a **small** urban school district, with enrollment of less than 15,000 students, your membership fee pays for **one participant's airfare**.
- If you are a **medium** urban school district, with enrollment of between 15,000 and 50,000 students, your membership fee pays for **two participants' airfare**.
- If you are a **large** urban school district, with enrollment of more than 50,000 students, your membership fee pays for **three participants' airfare**.
- For each auxiliary membership enrollment, you can add one paid airfare.

*ALL PARTICIPANTS ARE RESPONSIBLE FOR THEIR OWN HOTEL FEES,
GROUND TRANSPORTATION, MEALS, AND INCIDENTALS.*

Q: Can I choose the flight I want?

A: The Collaborative and Stewart Travel will try their best to accommodate your travel preferences. However, in order to keep volatile airfare rates within budget, we seek out the most reasonable airfare at the time of booking and, in some cases, require a connecting flight or a Saturday night stay over.

Q: Can I send additional representatives from my district?

A: Districts are welcome to register extra participants to attend Collaborative meetings. **The standard registration fee for each extra participant is \$350.** Please make checks payable to Education Development Center, Inc., and send to: Mai Chen, Education Development Center, Inc., 55 Chapel Street, Newton, MA, 02458.

Q: What if I live locally and do not need to fly to the meeting?

A: For members that do not require airline travel, the district can substitute their airline cost benefit for extra participant registration fees. As with airline tickets, the number of registration fees paid for by the Collaborative depends upon your membership status. That is:

- For **large** districts, instead of paying the airfare for three participants, the Collaborative will waive the registration fees for three extra participants for a total of six registrants at no cost.
- For **medium** districts, instead of paying the airfare for two participants, the Collaborative will waive the registration fees for two extra participants for a total of four registrants at no cost.
- For **small** districts, instead of paying the airfare for one participant, the Collaborative will waive the registration fee for one extra participant for a total of two registrants at no cost.
- For each auxiliary membership enrollment, districts can substitute one extra participant registration fee.

In addition to the participant registration fees covered by the Collaborative, districts can send additional participants at their own expense. The registration fee for extra participants is detailed above.

Q: What if I need to make changes or cancel?

A: Please email Mai Chen at mchen@edc.org by April 29, 2008 if you need to cancel. **In terms of airfare, once a ticket has been issued, the ticket holder is responsible for all costs associated with any changes and cancellations.** Change fees may include a \$100 airline fee, a \$40 service fee and the difference in airfare.

Registration fees are non-refundable unless cancellations are made by April 29th.

**Extra participants who do not cancel before April 29th
will still be held responsible for the \$350 registration fee.**