

## Venue, Travel and Expense Reimbursement Information

### 2023 ISAPP Meeting

June 26-28, 2023 Denver, Colorado  
Annual meeting [webpage](#)

The information in this document provides general guidance on meeting participation, travel and accommodations for the 2023 ISAPP meeting.

There are three categories for meeting attendees:

- [Invited experts/speakers](#)
- Member company representatives ([IAC](#))
- Student and Fellows Association members ([SFA](#))

Please note that in this document, the details about travel funding and expense reimbursement only applies to [invited experts/speakers](#). Information about booking rooms at the Brown Palace only applies to [IAC](#).

ISAPP's meetings bring together global experts from diverse fields to discuss the latest scientific topics. The model for our meetings is a by-invitation-only format. We do not charge registration fee to participate in our meeting. To help control costs associated with travel and the onsite program, we reimburse [invited experts/speakers](#) for **economy** airfare and ground transport to and from the meeting site and the airport. If you are eligible for reimbursement ISAPP, appreciates your efforts to be cost-conscious, by booking flights in a timely manner (several months prior to travel) and booking on discount airlines when available.

1. **Basic travel support for [invited experts/speakers](#):** Basic travel support, including round trip airfare from your home airport, is available to invited experts who participate in the entire ISAPP portion of the meeting and fulfill any stated requirements for meeting participation. Some travel expenses are not reimbursed, such as rental cars, transportation/mileage to and from your departure airport, parking at your departure airport, any additional food or drinks outside the conference (including those incurred during travel), or costs related to accompanying guest's travel or meals. [IAC](#) representatives must cover their own travel expenses and accommodations but are not charged for group meals or events that are part of the conference.
2. **Meeting Registration:** All [invited experts/speakers](#) and [IAC](#), please register [here](#).
3. **Venue:** The conference hotel is [Brown Palace](#) with some events to be held at the Denver [University Club](#). The [SFA](#) hotel is the [Holiday Inn Express](#), which is connected by a pedestrian bridge to the Brown Palace Hotel.



4. **Accommodations:** Hotel rooms for invited experts/speakers and **SFA** will be booked on your behalf by ISAPP. **ISAPP will cover 3 nights for European participants and 2 nights for travelers from other locations.** Additional hotel nights may be requested but the cost is the responsibility of the requestor.

**For IAC, please book your own accommodations.** The conference room rate can be extended 3 days before and after the conference dates. Please note that ISAPP's room block is limited, so we suggest you book early to assure availability. A credit card is needed to guarantee your reservation. You may cancel without penalty up to 48 hours prior to check-in. Book online [here](#) or by calling (303) 297-3111. Room rates include wifi but not breakfast. ISAPP will arrange a group breakfast for invited experts/speakers and IAC staying at the Brown Palace Monday, Tuesday and Wednesday.

5. **Travel to the meeting for invited experts/speakers:** ISAPP will book round trip economy fare air travel from your home airport to the Denver International Airport (DEN). To book flights, please contact Laura Tiernay at [laura@isappscience.org](mailto:laura@isappscience.org). Please provide the following information for flight booking:
  - Exact name, as it appears on your passport/ID
  - For international travel, your passport number, country of issue, and passport expiration date
  - Date of birth
  - Gender
  - City of origin
  - Preferred dates/times of travel
  - Cell phone for travel updates
  - Any applicable frequent flyer numbers (note that choice of airline is not guaranteed)

- A. It is the responsibility of the traveler to determine if any travel visas are required.
- B. It is the responsibility of the traveler to determine if proof of vaccination or proof of negative COVID testing is required.
- C. If you prefer to book your own flight, you must obtain a travel quote from Laura Tiernay at [laura@isappscience.org](mailto:laura@isappscience.org). Reimbursement will only be done after the meeting concludes. Save evidence of the price quote to you and submitted with your request for reimbursement. The reimbursable amount will not exceed the price quoted for the economy round trip fare from your home airport. If the actual cost is less than the price

quote, then the actual cost will be reimbursed. You may prefer to book your own travel if you are traveling with companions, if you are combining the trip with other travel, if you prefer a specific airline, or if you prefer non-airline travel. Please obtain a travel quote at least two months prior to travel.

6. **Ground transportation.** Denver International Airport (DEN) is the [5<sup>th</sup> busiest airport in the world](#). It is undergoing construction to adjust to its rapid growth, so change is ongoing, so verify these instructions prior to travel. An easy and inexpensive (\$10.50/person) way to get to the Brown Palace Hotel from the Denver International Airport is to take the light rail train. Access the [A-line train](#) at the south end of the terminal, near the Westin Hotel. Take the train to Union Station, a ¾ mile walk to the hotel. Or you can take the free Mall Ride bus which you can access ½ block from Union Station on 16<sup>th</sup> Street, which stops 1½ blocks from the hotel (at 16<sup>th</sup> and Tremont). See [here](#) for transportation information provided by the hotel. For safety reasons, if you are arriving after dark it is not advisable to walk from the train station to the hotel. Taxi or ride-share (Uber, Lyft) options should be considered. Ride-share is accessible from both the East and West sides of the airport, level 5, island 5. Be sure to confirm if your ride will pick you up on the East or West side. If you are driving, be advised that parking is expensive (\$56/overnight) at the Brown Palace. Less expensive city parking lots can be found near the hotel. However, due to concerns about theft be sure not to leave any items in your car.
7. **Meals:** Meals during the conference will be provided by ISAPP as follows:  
Breakfast Monday, Tuesday, Wednesday will be provided *only for participants staying at the Brown Palace*  
Lunch Monday and Tuesday will be provided for all conference attendees  
Morning and afternoon refreshment breaks  
Welcome Reception with heavy appetizers on Monday evening  
Dinner as part of our gala event at the History Colorado Center will be provided on Tuesday  
The cost of additional food or drinks beyond what is organized for the conference, including meals during travel, is the responsibility of participants.
8. **Accompanying guests:** Accompanying guests may attend the Welcome Reception (Monday evening) and the Gala event at the History Colorado Center (Tuesday evening), but no other conference meals. RSVP for any guests is required (request will come via email to all meeting participants).
9. **Additional expenses for invited experts/speakers:** Travel/hotel/meal costs for accompanying guests, non-direct travel routings, pre- or post-meeting activities, additional nights' accommodations or upgraded accommodations will be borne by the participant.
10. **Submission of travel expenses for reimbursement for invited experts/speakers:**
  - Must be completed by July 31, 2023
  - Please use the Travel Reimbursement Request Form available on the annual meeting [webpage](#).
  - ***Any claims submitted after this date will NOT be reimbursed.***
  - Any questions on travel reimbursement should be directed to Mary Ellen Sanders at [maryellen@isappscience.org](mailto:maryellen@isappscience.org).