



# 2024 INTERNATIONAL ASSEMBLY PARTICIPANT BOOKLET

# CONTENTS

Welcome Letter ..... 1

General Information ..... 2

Program Details ..... 9

Travel Booking Instructions ..... 11

Travel Policy and Procedures ..... 13

Travel Medical & Accident Insurance Program Overview ..... 14

Travel Insurance Identification (ID) ..... 15

Registration Checklist ..... 17

All information was current at the time of publication but is subject to change.



August 2023

Dear 2024 International Assembly Participants:

It is my pleasure to invite you to register for the 2024 International Assembly, 7-11 January, at Rosen Shingle Creek in Orlando, Florida, USA.

This learning event prepares district governors-elect for their role as governor, introduces our organization's priorities for the coming year, and provides ample opportunities to network with fellow governors-elect from around the world. The International Assembly also features an engaging and informative program for governor-elect partners, designed to appeal to their diverse interests and experiences.

Please read the enclosed information thoroughly before completing any forms and booking any travel.

Rotary International staff is committed to supporting you throughout your leadership career. I look forward to meeting each one of you and hope to be able to talk with you at Rotary's most important annual meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "John Hewko", with a long horizontal line extending to the right.

John Hewko  
General Secretary and CEO

# GENERAL INFORMATION

## ORLANDO

In January, average temperatures reach a high of 72°F/22°C and a low of 51°F/11°C with very little rain, less humidity than normal, and plenty of sunshine. A light jacket or wrap is suggested for outdoor evening wear. A suit jacket, blazer, or sweater is suggested for indoors, as the meeting venue is air-conditioned.

For city and travel information, go to the Visit Orlando website at [www.visitorlando.com](http://www.visitorlando.com).

## AIR TRAVEL

You will be using Rotary International Travel Service (RITS®) to book your travel to the International Assembly.

An email invitation will be sent by RI Travel Services, providing a Trip ID with your RITS agency contact information, inviting you to book your travel.

Please note: Participants will be required to register to be eligible to book air travel. More information can be found in the Travel section of the [International Assembly webpage](#).

## DGEs and Partners

You may initiate your travel booking upon receipt of the email invitation by contacting the RITS agency in your country. Those booking through the U.S.-based agency, Atlas Travel, will receive an additional email with instructions to create a profile in Concur, the online booking tool. Those traveling without a partner and booking with Atlas Travel may continue on to book your flights online using Concur. If you are traveling with a partner, spouse, or others, you must contact an agent to complete your travel booking.

Agents will be aware of the required arrival dates for international and domestic travel. International district governors-elect and partners will be booked to arrive at Orlando International Airport (MCO) on Saturday, 6 January. Any international governor-elect and partner who reserve travel that brings them to the United States before 6 January will be subject to the policy for domestic participants.

United States domestic governors-elect and partners will be booked to arrive before 13:00 on Sunday, 7 January. Domestic participants for whom arrival before 13:00 is not possible will be booked to arrive on Saturday, 6 January, at the expense of RI. Domestic participants who arrive before Sunday, 7 January, will not be considered to have a forced overnight, except for those who could not arrive on time due to airline schedules. RI will not reimburse hotel accommodations and expenses for any unapproved nights prior to 7 January or after 11 January.

If you fail to book your travel with Travel Services-designated RITS agencies by the published deadline, RI will fund 50% of the lowest logical fare economy class ticket and you will be personally responsible for the remaining fare, taxes, fees, and any additional cost for a higher class of service. Payment must be made at time of ticketing. Travel purchased locally without approval from Travel Services will not be reimbursed.

## **Personal travel before or after the International Assembly is the responsibility of the individual traveler.**

RI Housing Services will not support personal stay extensions associated with International Assembly with hotel reservations. Cancellation or change fees associated with personal travel in conjunction with assembly travel are the responsibility of the traveler and will not be reimbursed by Rotary, even if the International Assembly becomes a virtual event due to public health concerns.

## Learning Facilitators

Learning facilitators using the U.S.-based agency may book themselves using the Concur booking tool for flights arriving at Orlando International Airport (MCO) by 13:00 on Tuesday, 2 January, or you may contact a RITS agent in your country to book. Individuals for whom arrival by 13:00 is not possible because of available flight schedules or who are traveling from outside of North America, will have a forced overnight, reimbursable by RI.

## HOTEL

Rosen Shingle Creek is the site of the International Assembly.

The hotel is 100% smoke-free. This policy includes all restaurants, lounges, meeting rooms, public spaces, employee work areas, and guest rooms. Designated smoking areas are available outside of the hotel for guests who smoke. Policy violations may result in substantial penalties that are not reimbursable by RI.

The hotel contact information is:

Rosen Shingle Creek  
9939 Universal Boulevard  
Orlando, FL 32819 USA  
Phone: +1-407-996-9939  
Toll-Free: +1-866-996-9939  
[www.rosenshinglecreek.com](http://www.rosenshinglecreek.com)

### Hotel Room Check-in and Check-out

Hotel room check-in time begins at 15:00. Before 15:00, rooms will be assigned as they become available. Due to the large number of arrivals on Saturday and Sunday, 6-7 January, you may be asked to store your bags at the bell desk until your room is ready.

Hotel check-out time is 11:00. For late departures, participants are required to submit a request to the Front Desk for approval. RI will not reimburse additional fees for late departures.

### Transportation to the Hotel for Governors-elect and Rotary-funded Participants

RI will provide shuttle service from Orlando International Airport (MCO) to Rosen Shingle Creek during major arrival on Saturday and Sunday, 6-7 January. You should plan to arrive at the hotel no later than 16:00 on Sunday, 7 January. Hours of service will be determined based on inbound arrivals.

Participants who require accessible transportation will be contacted directly by RI. If you travel with a mobility device, please make sure to indicate this need during registration.

Those arriving before Saturday will have to arrange their own transportation, reimbursable as outlined by RI travel policy.

### Transportation to the Hotel for Learning Facilitators

All learning facilitators should plan to arrive at the hotel by 15:00 on Tuesday, 2 January. The Orlando International Airport has many [ground transportation options](#) available to the Rosen Shingle Creek. The cost of your transportation is reimbursable as part of your expense report submission.

### Transportation to the Airport

RI will provide shuttle service to the Orlando International Airport (MCO) on the major departure day, Friday, 12 January. Service will run every 30-minutes between 04:00-12:00. Those departing before 04:00 and after 12:00 will need to arrange their own transportation, reimbursable as outlined by RI travel policy.

### Parking

RI will NOT reimburse parking costs unless they are preapproved by RITS. There are both guest valet and self-parking spaces at Rosen Shingle Creek. The additional cost for valet parking is not reimbursable.

## COVID-19 REQUIREMENTS

Participants at the 2024 International Assembly will NOT be required to provide proof of vaccination or a negative test result to participate in the event. Participants are encouraged to evaluate their personal health status and take appropriate precautions to protect themselves from illness during the event. Recommendations from the U.S. Centers for Disease Control and Prevention appear below:

### How to Protect Yourself and Others

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

### Travel Guidance

[wwwnc.cdc.gov/travel/diseases/covid19?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Ftravelers%2Findex.html](https://wwwnc.cdc.gov/travel/diseases/covid19?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Ftravelers%2Findex.html)

### Isolation Guidelines

[www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html](http://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html)

Requirements for participation at the International Assembly are subject to change, based on updates from local, regional, and national public health authorities. Please check your email and the [International Assembly page](#) on My Rotary for updates regularly.

## ACCOMMODATIONS FOR PARTICIPANTS WITH DISABILITIES

Rotary International makes every attempt to design events to be inclusive and accessible for all participants, including individuals with disabilities. A few examples of reasonable accommodations provided by Rotary include captioning in English for general sessions, reserved accessible seating for people with disabilities, and scooter and wheelchair access (upon request). To request a reasonable accommodation, please indicate your needs on the registration form and Rotary staff will follow up with you.

## ASSEMBLY ON-SITE REGISTRATION PROCESS

District governors-elect, Rotary-funded participants, and learning facilitators can pick up badges and registration materials at Assembly Registration, Sunday, 7 January, 09:00-18:00, Level 1, Panzacola East Foyer.

## MEALS

The meal plan includes three meals per day, beginning with a group breakfast on Monday, 8 January, and continuing through dinner on Thursday, 11 January. Learning facilitator meals begin with dinner on Tuesday, 2 January. All district governors-elect, partners, Rotary-funded participants, and learning facilitators are required to participate in the meal plan. Credit cannot be given for meals not taken by a participant.

You will be reimbursed a maximum allowance for the following meals, when no meal is offered in the plan (based on your arrival):

- Lunch, Saturday and Sunday, 6-7 January, up to US\$25 per person
- Dinner, Saturday, 6 January, up to US\$50 per person

- Breakfast, Sunday, 7 January, and Friday, 12 January, up to US\$25 per person

Registration badges are required for entrance to all meal events without exception. Rotary-funded speakers may opt out of the meal plan. If you opt out:

- You will be reimbursed a maximum of US\$100/day for the length of your stay.
- You will be required to complete an expense report listing all of your meal expenses.
- You will be required to provide receipts for all expenses equal to or over US\$75.
- You will not have access to RI meal events.

## EXPENSES AND REIMBURSEMENTS FOR DISTRICT GOVERNORS-ELECT

Reimbursement for eligible expenses incurred during travel to and from the International Assembly may be eligible for reimbursement from your District Governor Funding. Review the process for submitting expenses with your district finance chair.

1. Reimbursable International Assembly expenses include:
  - Visa application fees
  - RITS preapproved travel related to your visa interview
  - Baggage fees
  - Taxi, train fare, or mileage to/from your home to airport
  - Parking at airport or hotel
  - Taxi to/from hotel when complimentary shuttle service is not available
  - Forced overnight hotel stays booked by RITS
  - Meals during travel to/from the International Assembly
  - Meals during the International Assembly, when no meals were provided

Contact your Club and District Support team with any DG Funding Expense Report questions.

*RITS preapproval is required for locally purchased airfare. Local purchase is strongly discouraged and only approved when there is a substantial savings of at least US\$500 on an economy ticket. Changes or refunds may not*

*be available for approved locally purchased tickets in case of cancellation or delay.*

*Reimbursement to travelers for airline tickets that were authorized by RITS and purchased locally will be processed when the travel is complete. Submit the expense report and required documentation by **11 March 2024**.*

2. Rotary International pays room and board expenses for all district governors-elect and partners directly to the hotel, including gratuities and all state and local taxes. Each governor-elect is responsible for all other charges upon check-out, including:
  - Laundry
  - Phone calls
  - Mini-bar or lounge
  - Movies
  - Health club charges
  - Gifts, stationery, or personal clothing
  - Smoking recovery fees
  - Tips
  - Meals during the assembly unless notified that they are covered by RI
  - Shipping and package handling fees
  - Any expenses related to an extended personal stay

These incidental personal expenses are NOT reimbursable if charged through the hotel and must be paid at the time of check-out. The hotel accepts Visa, MasterCard, American Express, and Diners Club credit cards, or cash in U.S. dollars. Personal checks are not accepted.

3. RI will also not reimburse the following:
  - Personal travel expenses, cancellation fees, or change fees for travel before or after the assembly
  - Supplemental lost baggage, medical insurance, or travel accident insurance charges
  - Taxi on major arrival or departure day when shuttle service is provided
  - Phone/mobile charges and any other phone fees. RI will provide district governors-elect, Rotary-funded paid participants, and learning facilitators with a prepaid calling card on request. The calling card should be used from a landline (a hotel room or public phone).
  - Overweight and excess luggage fees

## EXPENSES AND REIMBURSEMENTS FOR ROTARY-FUNDED PARTICIPANTS

Rotary-funded participants that are not district governors-elect must submit an expense report to be reimbursed by 11 March 2024. This must include all required receipts. Additional information is also available on [My Rotary](#).

1. RI will reimburse the following expenses:
  - Forced overnight stays booked by RITS that may result from airline flight schedules and any related incidental expenses (If international travel connection time exceeds seven daytime hours, RI will reimburse up to US\$80 for the cost of a day room, based on actual receipts, provided that the room is booked by RITS.)
  - Least expensive travel expenses to and from your home to the nearest airport (Cumulative mileage or rail expenses over US\$150 requires RITS preapproval.)
  - Any additional meal expenses during travel to the assembly (see Meals for exceptions)
  - Visa expenses for other Rotary-funded participants (RITS preapproval is required.)
  - Visa-related travel other Rotary-funded participants (Airfare for visa-related travel must be booked by RITS or preapproved for local purchase. Cumulative mileage or rail expenses, in lieu of air travel, for visa-related travel over US\$350 requires RITS preapproval.)
  - Self-parking at the hotel (RITS preapproval is required.)
  - Airline luggage fees (with a maximum of two bags per person) incurred during travel to/from Orlando and home location, provided receipts are included with the expense statement
  - Taxi fares and shuttles to/from the hotel when complimentary shuttle service is not provided

For safety and security reasons and in line with Rotary's duty of care, local airfare purchase is discouraged and may be declined for reimbursement.

2. RI will pay room-and-board expenses for Rotary-funded participants and partners directly to the hotel. This amount includes gratuities and state and local taxes. Each Rotary-funded participant will be responsible for all personal charges on the bill. Any incidental charges on the hotel bill, as listed below, must be settled at check-out. The hotel honors Visa, MasterCard, American Express, and Diners Club credit cards or cash in U.S. dollars. Personal checks are not accepted.

3. The following incidental expenses are NOT reimbursable if charged through the hotel and must be paid at the time of check-out:

- Laundry expenses (excluding learning facilitators and Rotary senior leaders)
- Personal clothing
- Meals during the assembly unless notified that they are covered by RI
- Tips at the assembly
- Phone charges
- Mini-bar/lounge charges
- Movies
- Health club charges
- Smoking recovery fees
- Gifts and stationery
- Shipping fees
- Package handling fees
- Any expenses incurred from an extended personal stay

4. RI will also not reimburse the following:

- Personal travel expenses, cancellation fees, or change fees for travel before or after the assembly
- Supplemental lost baggage, medical insurance, or travel accident insurance charges
- Taxi on major arrival or departure day when shuttle service is provided
- Phone/mobile charges and any other phone fees. RI will provide district governors-elect, Rotary-funded paid participants, and learning facilitators with a prepaid calling card on request. The calling card should be used from a landline (a hotel room or public phone).
- Overweight and excess luggage fees

*RITS preapproval is required for locally purchased airfare. Local purchase is strongly*

*discouraged and only approved when there is a substantial savings of at least US\$500 on an economy ticket. Changes or refunds may not be available for approved locally purchased tickets in case of cancellation or delay.*

*Reimbursement to travelers for airline tickets that were authorized by RITS and purchased locally will be processed when the travel is complete. Submit the expense report and required documentation by 11 March 2024.*

5. Expense reports must be accompanied by any required receipts and submitted within 60 days of the last day of the International Assembly (or by 11 March 2024). Expense reports received more than 60 days past the last day of the assembly may not be eligible for reimbursement. Only exceptional cases that include a written explanation for the delay will be considered. More details about submitting your expense reports will be provided at the assembly.

## **TRAVEL MEDICAL & ACCIDENT INSURANCE**

Rotary members traveling to and from and participating in the International Assembly are covered under Rotary's travel medical & accident insurance. The insurance covers medical-related expenses for unexpected illnesses or injuries, emergency medical evacuation, and security evacuation, among other benefits and services. There is no coverage for medical-related expenses for unexpected illnesses or injuries for Rotary members from the U.S., who are expected to carry valid health insurance. The Travel Medical & Accident Insurance Program Overview on page 14 summarizes the insurance.

## **SOLICITATION PROHIBITION**

RI prohibits solicitations for funds or fundraising. The display or distribution of any promotional material without prior written approval of the RI president-elect is strictly prohibited in the general session hall, breakout rooms, or elsewhere.

## **PRESIDENT-ELECT'S MEAL EVENT**

Each district governor-elect and partner are invited to join a meal event hosted by the president-elect. When you pick up your registration packet, you will receive an invitation with the time and date of your assigned meal event.

## **PARTNER PROGRAM**

The program for governor-elect partners includes small group discussions, general sessions, and networking opportunities.

Activities are designed to educate partners, whether they're new to Rotary or have Rotary experience. Partners are not required to attend the assembly. If your partner chooses to attend, their flight and meals will be paid for by RI (a value of US\$1,500-US\$3,500) and full participation in the partner program is mandatory.

Note: Partner attendance is encouraged for partners who plan to be actively involved throughout the governor year. In order to register your partner, they must be in Rotary's database before registration can be completed. If you need to update or add your partner's information on your Rotary profile, please contact [data@rotary.org](mailto:data@rotary.org).

## **ATTENDANCE OF FAMILY MEMBERS**

District governors-elect can bring their children to attend the general sessions, meals, and banquets at the International Assembly for a fee. Children 18 and under must be accompanied at all times by an adult caretaker who is not attending as an official paid participant. For more information and to register children, please contact [riregistration@rotary.org](mailto:riregistration@rotary.org).

## **SHIPPING**

If you are planning to ship items to Rosen Shingle Creek, you should follow the necessary U.S. Customs and Border Protection procedures as indicated at [www.cbp.gov/travel](http://www.cbp.gov/travel).

Bring copies of all shipping documents to facilitate tracking down your goods, if needed. A handling fee will be charged to your hotel bill for all packages received at Rosen Shingle Creek. RI will not reimburse shipping or

handling fees, including cultural exchange shipments.

2024 Rotary International Assembly  
Attn: Matt Terry, Director of Convention  
Services & Catering  
Rosen Shingle Creek Orlando  
9939 Universal Boulevard  
Orlando, FL 32819 USA  
HOLD FOR: Guest Name  
ARRIVAL DATE: Guest's check-in date

## **NOTICES**

### **Data Privacy**

Your privacy is important to RI and the personal data you share with RI will only be used for official Rotary business. This means that your personal data will be used to enable your attendance and participation during the assembly and to facilitate your experience (for example, we may share your personal data with the hotel or use your data to print name badges). Personal data collected may be transferred to RI service providers to assist RI in planning assembly-related activities and shared with third-party vendors providing software and services. Personal data collected by RI is subject to [Rotary's privacy policy](#).

During or in conjunction with the assembly, or any virtual aspects of the assembly, you may be asked to use software and services provided by RI service providers. Personal data collected by these service providers is subject to each service provider's privacy policy and your use of the software and services is subject to each provider's terms of use.

### **Release/Submission Terms**

By registering for, attending, participating in, or visiting the assembly, any affiliated events, and any virtual aspects of the assembly, you consent to be photographed or recorded by any means, including still photography, audio, interview, and video recording ("Recordings"). RI may use the Recordings and your personal information on its websites, in its print and electronic publications, and on communications platforms and social media for promotional and marketing purposes. RI retains the Recordings and your personal information for historical and research

purposes. You grant RI a perpetual, worldwide, royalty-free right to use, copy, display, modify, distribute, publish, reproduce, transmit, broadcast, stream, webcast, publicly perform, translate, transcribe, adapt, create derivative works of, and license the Recordings, and your image, name, statements, likeness, personal information, and voice, for promotional, marketing, and educational purposes without Rotary International or The Rotary Foundation incurring debts or liabilities of any kind.

By permitting your child or children under the age of 18 to participate in the assembly, any affiliated events, or any virtual aspects of the assembly, you consent for them to be recorded and RI will use the Recordings as set forth above.

If you post or share video, audio, photographs, or other content or chat with RI or other attendees (“Content”) in the assembly app or other software used for the assembly, you give RI the right to use copy, display, modify, distribute, transmit, webcast, publish, translate, adapt, and license the Content in any medium, form, or technology now existing or later developed or discovered.

None of the Content you post or share shall contain the images or likenesses of minors under 18 years old. Your Content must adhere to the [RI Programs Code of Conduct](#). You will not post any Content that is off-topic, contains personal attacks or obscene language, or is abusive, threatening, harassing, discriminatory, false, or interferes with another individual’s participation in the assembly. You will not post any Content that contains the contact information or personal data of any other individual.

You represent and warrant that: 1) you have the legal right to post the Content and grant all the rights and licenses stated herein; 2) the Content does not and will not infringe upon any copyright, trademark, and other rights; 3) the Content does not and will not defame and violate privacy, publicity, or any other rights of any person or entity; and 4) each adult appearing in the Content has given you unrestricted written consent to use their likeness, image, name, voice, statements, and biographical information in the Content and to license use of the Work to third parties, including to RI. By posting any Content, you release and indemnify RI from and against all claims, including, but not limited to, claims of copyright and trademark infringement, privacy and publicity violations, and defamation, and from any liability whatsoever.

### **Attendance and Security**

RI reserves the right to check photo identification at any time during the assembly. Badges that do not match will be confiscated and violators will be ejected. RI reserves the right to inspect all purses and bags. Registrants may refuse inspection; however, RI reserves the right to prevent entry.

### **QUESTIONS**

If you have any questions, contact RI Registration Services (email: [rregistration@rotary.org](mailto:rregistration@rotary.org); fax: +1-847-556-2194).

# PROGRAM DETAILS

**General sessions:** Informational and inspirational sessions for district governors-elect and partners. Interpretation is available in English, French, Italian, Japanese, Korean, Mandarin Chinese, Portuguese, and Spanish.

**Breakout sessions:** Sessions will be held with groups of approximately 18-20 district governors-elect where they will continue planning for the year ahead. In all breakout sessions, participants learn from one another by sharing ideas and strategies and through small group activities and case studies. Sessions are facilitated by RI learning facilitators and conducted in six languages (English, French, Japanese, Korean, Portuguese, and Spanish). Some breakout sessions will also be held using simultaneous interpretation, allowing two language groups to participate in discussion together. This is offered in the languages above, as well as Mandarin Chinese and Italian.

**Partner roundtable discussions:**

Sessions will be held in small groups to allow participants to share their experiences and learn more about Rotary. Sessions are grouped by language (English, French, Japanese, Korean, Portuguese, Spanish, and other languages to be determined).

**Evening events:** On most evenings, governors-elect and partners are invited to participate in evening social events and meals. More information about these events will be provided in letters from the president-elect and in the official program.

## 2024 LEADERS SEMINAR SCHEDULE

The leaders seminar (Tuesday-Saturday, 2-6 January) gives learning facilitators and their partners the opportunity to discuss and practice the techniques of group discussion and effective facilitation. In general, most days start at 08:30 and end at 17:00. A few evenings there will be group dinners. More details will be sent to learning facilitators and partners under separate cover.

## 2024 INTERNATIONAL ASSEMBLY SCHEDULE

The assembly is vital to the preparation of effective district governors and partners; therefore, attendance at all sessions is mandatory. Please check the agenda closely before scheduling other activities.

Program schedule was current at the time of printing and is subject to change.

### Sunday, 7 January

09:00-18:00 Registration

18:00-19:30 Welcome Reception

### Monday, 8 January

07:00-08:30 Buffet Breakfast

09:00-10:00 Opening General Session

10:00-10:45 Theme Bag Pick-up

10:00-20:00 House of Friendship

10:30-11:45 Partner Roundtable Discussion

10:45-12:00 DGE Breakout Session

12:00-14:00 Buffet Lunch

12:15-14:00 President-elect's Photo Session/  
Luncheon (by invitation)

14:15-15:15 General Session 2

15:45-17:15 DGE Breakout Session

15:45-17:15 Partner Roundtable Discussion

17:30-19:15 Buffet Dinner

**Tuesday, 9 January**

07:00-08:30 Buffet Breakfast  
09:00-10:00 General Session 3  
10:00-17:00 House of Friendship  
10:30-12:00 DGE Workshop  
10:30-11:45 Partner Breakout Session  
12:00-14:00 Buffet Lunch  
12:15-14:00 President-elect's Photo Session/  
Luncheon (by invitation)  
14:15-15:15 General Session 4  
15:45-17:15 DGE Breakout Session  
15:45-16:45 Partner General Session  
18:30-20:30 Dinner and Dance Party

**Wednesday, 10 January**

07:00-08:30 Buffet Breakfast  
09:00-10:00 General Session 5  
10:00-19:00 House of Friendship  
10:30-12:00 DGE Breakout Session  
10:30-12:00 Partner Roundtable Discussion  
12:00-14:00 Buffet Lunch  
12:15-14:00 President-elect's Photo Session/  
Luncheon (by invitation)  
14:15-15:15 General Session 6  
15:45-17:15 DGE Breakout Session  
15:45-17:15 Cultural Exchange Set-Up Time  
for Partners  
17:30-21:00 Night of Culture  
17:30-19:00  
Cultural Exchange  
19:00-21:00  
Foods of the World Reception  
and Dinner

**Thursday, 11 January**

07:00-08:30 Buffet Breakfast  
08:00-14:00 House of Friendship  
09:00-10:00 General Session 7  
10:30-12:00 DGE Breakout Session  
10:30-12:00 Partner Roundtable Discussion  
12:00-14:00 Buffet Lunch  
12:15-14:00 President-elect's Photo Session/  
Luncheon (by invitation)  
14:15-15:30 DGE Breakout Session  
14:15-15:30 Partner Farewell Networking  
Reception  
16:00-17:15 DGE Breakout Session  
18:30-20:45 Closing Session & Banquet

# TRAVEL BOOKING INSTRUCTIONS

You may book your travel once you have received the invitation email with your Trip ID from RI Travel Services (RITS®). This email will provide instructions on how to complete your travel arrangements.

All travel must be booked by Friday, 10 November. Please note the following as it pertains to International Assembly travel itineraries:

- Travel for governors-elect (and partners, if applicable) will be purchased through Travel Services-designated RITS agencies at the lowest logical fare in economy class. Any fees for upgrading class of service are the responsibility of the traveler.
- If an official participant (and partner, if applicable) fails to book their travel with Travel Services-designated RITS agencies by Friday, 10 November 2023, RI will fund 50% of the lowest logical fare economy class ticket and proportional taxes and fees and you will be personally responsible for the remaining fare, taxes, fees, and any additional cost for a higher class of service. Payment must be made at time of ticketing.
- Any personal stay extensions will be the responsibility of the participant. RI Housing Services will not support personal stay extensions associated with International Assembly hotel reservations.
- Travel purchased locally without approval from Travel Services will not be reimbursed.

All airline tickets must be issued by Wednesday, 22 November 2023.

Once you have booked your travel, you will receive a confirmation and an electronic ticket from your RITS agent.

## ROTARY TRAVEL SERVICES DESIGNATED TRAVEL AGENCIES

### AUSTRALIA & NEW ZEALAND

Contact – Zhea  
Gilpin Travel  
Level 1  
14 Maidstone Street  
Grey Lynn  
Auckland 1021, New Zealand  
Tel: +64 9 361 4736/4732  
NZ Toll-Free: +0800 652 242  
AU Tel: +1800 749 264  
Email: [rotaryaunz@gilpin.co.nz](mailto:rotaryaunz@gilpin.co.nz)  
After hours: as above

### BRAZIL

Paulo Battistini  
Batts Tour  
Rua Engenheiro Paulo, 59  
Vila Harmonia – Guarulhos / SP, Brasil  
Tel: +55-11-2382-7436  
Email: [battstour@battstour.com](mailto:battstour@battstour.com)  
After hours:  
+55-11-96787-9392

### INDIA

Rotary Contact – Team A – Mohammad Zahid  
BCD Travel  
Highway Towers, 7th Floor, Unit No 702,  
Plot No A-13/ 3, 4, Sector 62, Noida,  
Uttar Pradesh 201309 India  
Tel: +91-22-68571053  
Email: [rotary.india@bcdtravel.in](mailto:rotary.india@bcdtravel.in)  
After hours:  
+91-22-68571053 (IVR press 3)  
Email: [ets.in@bcdtravelapac.com](mailto:ets.in@bcdtravelapac.com)

#### JAPAN

Eiichi Nagumo  
T-Life Partners CO., LTD.  
2F Rising Korakuen Bldg.  
1-3-11, Koishikawa  
Bunkyo-ku, Tokyo  
112-0002 Japan  
Tel: +81-3-6374-4375  
Fax: +81-3-6374-4373  
Email: [rot@t-life.co.jp](mailto:rot@t-life.co.jp)

After hours:

+81-70-2277-3387

#### KOREA

Allison Han  
BCD Travel  
14F Officia B/D  
163, Shinmunro, 1 Ga Jongro-Gu  
Seoul, Korea  
Tel: +82-2-3276-2212  
Fax: +82-2-399-5566  
Email: [rotarykorea@bcdtravel.co.kr](mailto:rotarykorea@bcdtravel.co.kr)

#### PHILIPPINES

Camille Bustillos  
The Baron Travel Corporation  
3/F PCCI Corporate Center  
118 L.P. Leviste Street,  
Salcedo Village, Makati City  
1227 Philippines  
Tel: +632-817-4926  
Fax: +632-819-2993  
Email: [corporate@barontravel.com.ph](mailto:corporate@barontravel.com.ph)  
[resaticketing@barontravel.com.ph](mailto:resaticketing@barontravel.com.ph)

After hours:

+63 9151134648

#### USA and ALL COUNTRIES NOT LISTED ABOVE

Atlas Travel  
200 Donald Lynch Blvd.  
Suite 323  
Marlborough, MA 01752 USA  
Tel: +1-508-449-3060 – 24 hours  
U.S. Toll-Free: 1-800-595-2560  
Email: [rotary@atlastravel.com](mailto:rotary@atlastravel.com)

# TRAVEL POLICY AND PROCEDURES

For participants and partners with full expenses paid to the 2024 International Assembly, RI will pay for round-trip air travel to Orlando based on the most direct, economical routing and the other guidelines outlined below.

Travel Services-designated RITS® agencies are required to follow the RI Board-mandated Travel Policy, which is very strict and is designed to conserve the funds of RI. Participants wishing to upgrade to a higher class of travel other than that permitted by the Travel Policy may do so at an additional personal cost by indicating their upgrade request with their agent. Before issuing such a ticket, RITS agents will advise of the extra costs for traveler approval. Extra costs can only be paid by credit card and are billed at the time of ticketing.

Cancellation or change fees associated with personal travel in conjunction with assembly travel, including upgrades and extensions, are the responsibility of the traveler and will not be reimbursed by Rotary, even if the International Assembly becomes a virtual event due to public health concerns.

Travelers requesting additional personal travel arrangements before or after the International Assembly will be charged a service fee.

## GENERAL POLICIES

1. As a Rotary-funded traveler, you are expected to follow travel policy guidelines, which are designed to conserve the funds of the organization while meeting your basic needs and providing reasonable comfort.
2. You must book your travel with the appropriate RI Travel Services-designated RITS agency. RI Travel Services may postpone issuing tickets in order to obtain seasonal airfare discounts.
3. Rotary uses preferred airlines that provide discounts to RI and The Rotary Foundation.
4. You will accept flights with up to one additional connection if significant cost savings can be achieved.
5. Flights will be booked through the most economical airports, provided the cost of

ground transportation does not increase the total cost of travel nor substantially increase travelling time to and from the airports.

6. Those planning to drive to Orlando must contact their RITS-designated agent with their Trip ID and receive preauthorization. You will be reimbursed, provided the cost does not exceed the amount of a RITS-calculated roundtrip airfare.
7. If air service is unavailable, you will be reimbursed for the cost of the most economical alternate means of transportation approved by RITS.
8. RITS must approve the use of rental cars. RI will not reimburse Collision Damage Waiver or Personal Accident Insurance on rental cars. This must be booked with your RITS agent.
9. Tickets obtained using airline mileage require RITS preapproval and are subject to reimbursement of actual costs paid, which are generally only taxes and airport fees.
10. You will pay the cost of any personal travel booked in conjunction with authorized RI travel. Individuals requesting personal travel, including upgrades, will be charged a service fee.
11. Frequent flyer miles earned through tickets purchased by RI may be credited to the account(s) of the individual traveler.
12. Exceptions to travel policy may be applied for in writing to the general secretary. Examples of exceptions that may not be applied for include:
  - a. The selection of specific airlines for frequent flyer benefits where Rotary has the opportunity to take advantage of lower fares or incentive programs on other airlines
  - b. The selection of specific airlines where Rotary needs to fulfill its contractual commitments with its preferred airlines

Contact RI Travel Services at Rotary headquarters in Evanston, Illinois, USA, with any questions or concerns about travel to and from the International Assembly at [travelservices@rotary.org](mailto:travelservices@rotary.org).

# TRAVEL MEDICAL & ACCIDENT INSURANCE PROGRAM OVERVIEW

Travel medical and accident insurance (herein referred to as “travel insurance”) is provided to Rotary members traveling to and from and participating in the International Assembly.

What is covered under Rotary’s travel insurance?

- Medical-related expenses for unexpected illnesses or injuries while a traveler is outside their country of residence
- Emergency medical evacuation coverage while a traveler is more than 100 miles outside their place of primary residence
- Security evacuation coverage while a traveler is outside their country of residence
- Reimbursement for delayed, lost, or stolen baggage after first filing a claim with the airline company
- As many as 14 days of personal travel are covered at no additional cost while traveling on Rotary business

**Travel Insurance Identification** A copy of the Travel Insurance Identification (ID) is included on pages 15-16. Carry the ID while traveling to and from and participating in the International Assembly. 24/7/365 travel assistance services can be accessed by calling the telephone number on the back of the ID and referencing the policy number on the front of the ID.

**Claim Form** The insurance company may require you to complete and sign a claim form in order to be reimbursed for expenses incurred. Rotary International Risk Management can provide you a claim form by email request ([insurance@rotary.org](mailto:insurance@rotary.org)).

**Coverage Details & Questions** Contact Rotary International Risk Management with any questions pertaining to travel insurance ([insurance@rotary.org](mailto:insurance@rotary.org)).

# TRAVEL INSURANCE IDENTIFICATION (ID)

AIG Accident & Health

Employee Guide



## Global Travel Assistance Services

Traveling requires attention to a number of unique details. A study from the Travel Leaders Corporate survey shows that travelers' top concerns are travel logistics.<sup>1</sup> You are covered with business travel accident insurance along with travel assistance services to help you with travel mishaps or emergencies during your trip; this insurance coverage is provided by your employer. Whether it's a medical emergency, flight delay or lost luggage, we are here 24 hours a day, 7 days a week to support you.

Please detach the card below and carry it with you during the course of your trip.

For the employees of  
Rotary International



Travel Guard®

EMPLOYEE ID CARD

Policyholder: Rotary International  
Policy Number: 9154883

Toll-Free/Free Phone (within the U.S.): 1-877-244-6871  
Collect/Reverse Charge (outside the U.S.): +1-715-346-0859  
Email: [assistance@aig.com](mailto:assistance@aig.com)  
[aig.com/us/travelguardassistance](http://aig.com/us/travelguardassistance)

## 24/7 Assistance Services

### Medical Assistance

- Medical evacuation assistance
- Hospital and provider assistance
- Emergency prescription replacement assistance
- Assistance with the renting and/or replacement of medical equipment

### Travel Assistance

- Lost/stolen baggage assistance
- Lost passport/travel documents assistance
- ATM locator
- Emergency telephone interpretation coordination
- Legal/bail bond referrals
- Embassy and consulate information

### Concierge Services

- Restaurant referrals and reservations
- Event ticketing
- Ground transportation coordination
- Wireless device assistance

### Identity Theft Assistance<sup>2</sup>

- Account activity monitoring assistance
- Financial account investigation assistance
- Credit review and fraud detector assistance
- Social Security personal earnings and benefits statement assistance
- Collaborate with law enforcement

### Assistance Website and Mobile App

- Travel Security Awareness Training — online instruction modules
- Country reports
- Travel alerts

### Security Assistance

- Security evacuation assistance with on-the-ground physical response
- Security and safety advisories
- 24-hour response services to assist employees and their families during an incident
- Online access to up-to-date security intelligence

*Expenses incurred from third-party vendors as well as AIG administrative case fees for assistance services not covered as part of a filed insurance plan are the responsibility of the policyholder.*

To learn more or access your assistance website services, visit and download the AIG Travel assistance mobile app on Apple or Android, or visit [aig.com/us/travelguardassistance](http://aig.com/us/travelguardassistance)

## 24/7 Travel Assistance Services ID Card

### Contact in the event of:

- |                            |                                    |
|----------------------------|------------------------------------|
| ■ Emergencies              | ■ Assistance services              |
| ■ Eligibility verification | ■ Benefit plan contact information |
| ■ Medical evacuations      |                                    |

To access your 24/7 Assistance Services website, visit [aig.com/us/travelguardassistance](http://aig.com/us/travelguardassistance) or download the AIG Travel assistance app to your Apple or Android smartphone. Register with your policy number (using numerals only).

Report claims to [AHClaims@aig.com](mailto:AHClaims@aig.com)  
Accident & Health Claims Dept. | PO Box 25987 |  
Shawnee Mission, KS 66225

1. <http://www.ilcorporate.com/2017-business-trends-survey-from-travel-leaders-group-forecasts-steady-growth-for-corporate-travel/>

2. Identity theft services are not available for residents in New York or outside the United States.

Travel assistance services are provided by AIG Travel, Inc., a member of American International Group, Inc. Travel Guard® is the marketing name for its portfolio of travel insurance solutions and travel-related services. Non-insurance services provided by AIG Travel and/or its subsidiaries offer assistance through coordination, negotiation, and consultation using an extensive network of worldwide partners. AIG Accident & Health is the marketing name for the domestic benefits division of American International Group, Inc.

Rotary International is separate and unrelated entity.

All insurance products are written by insurance company subsidiaries or affiliates of American International Group, Inc.

Coverage may not be available in all jurisdictions and is subject to actual policy language.

This is a summary only of products and services offered. Actual offerings may vary by group size and are subject to state insurance law, and the benefits/provisions as described may vary due to such law. All products are subject to the policy terms, conditions, limitations, reductions, exclusions and termination provisions. Please see policy and certificate for details.

Copyright © 2018. American International Group, Inc. All rights reserved.

AIGT-10767-18 R08/18

# REGISTRATION CHECKLIST

All forms and links can be found on the International Assembly webpage:  
[my.rotary.org/en/exchange-ideas/events/international-assembly](https://my.rotary.org/en/exchange-ideas/events/international-assembly)

---

## REGISTRATION

**DUE BY FRIDAY, 13 OCTOBER 2023**

- ☐ District governors-elect: Register online at  
[my.rotary.org/en/exchange-ideas/events/international-assembly](https://my.rotary.org/en/exchange-ideas/events/international-assembly)  
Contact [riregistration@rotary.org](mailto:riregistration@rotary.org) to request a PDF version of the form.

---

## TRAVEL BOOKING

**DUE BY FRIDAY, 10 NOVEMBER 2023**

- ☐ Book with your RI Travel Services-designated RITS agency upon receipt of email invitation.

---

## EXPENSE REPORT

**DUE BY MONDAY, 11 MARCH 2024**

- ☐ Expenses cannot be submitted until after the event has concluded. Governors-elect will submit expense reports to their district finance chair as part of their DG Funding reimbursement process. Rotary-funded participants that are not district governors-elect, such as learning facilitators, will submit expenses through our online expense reporting system. Learn more and access the system on My Rotary: [my.rotary.org/en/manage/travel-expenses/expenses](https://my.rotary.org/en/manage/travel-expenses/expenses)