



2022 COUNCIL ON LEGISLATION
OF ROTARY INTERNATIONAL

REGISTRATION BOOKLET

CONTENTS

Welcome	1
General Information	2
Expenses and Reimbursements	4
Travel Policy and Procedures	6
Travel Booking Instructions	7
Travel Insurance Overview	8
Travel Insurance Identification (ID)	9
Registration Checklist	11
Registration and Housing Form for Voting and Nonvoting Members	12

All information was current at the time of publication but is subject to change.
All monetary amounts are in U.S. dollars.



November 2021

Dear Council member:

Congratulations on your selection as a member of the 2022 Council on Legislation. Based on the feedback from previous Councils, I know that you will find your participation one of the most rewarding experiences in your Rotary career.

The Council on Legislation will be held simultaneously in person at the Hyatt Regency Chicago and virtually. We anticipate that it will begin with a mandatory orientation session on Sunday afternoon, 10 April, and conclude on Thursday, 14 April. Registration will open at noon on Saturday, 9 April. Please watch your email for any updates to the daily schedule.

Because the Council on Legislation is one of the most important of RI meetings, all Council members are required to participate in four days of rigorous legislative discussion. This is a taxing assignment so to help you prepare, all voting members (representatives) have received an electronic copy of legislation that will be considered by the Council. The electronic version is also available on the Council page of My Rotary. Please bring a mobile device, preferably a tablet or laptop, on which you can view legislation material. Printed legislation material will only be provided at the Council for representatives who have requested on-site pickup in advance. In subsequent mailings, you will receive additional material and information recommended by the Council Operations Committee.

Read the enclosed information carefully before completing the required forms; it will help you register and make the necessary travel and hotel arrangements. Please consider the following:

- Decide whether you will attend in person or virtually.
- Determine any visa and immunization requirements. All in-person participants must be fully vaccinated against COVID-19 and attest to that status by 1 February 2022 in order to register and book travel.
- Check the expiration date on your passport.
- Please contact us with any questions about the following:
 - Travel: Travel Services at travelservices@rotary.org
 - Housing and registration: Meetings and Events at ri.registration@rotary.org
 - Legislation: Council Services at council_services@rotary.org
 - Finance: Meetings and Events at meetings.finance@rotary.org

I look forward to a successful and productive Council 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

GENERAL INFORMATION

OVERVIEW

The birthplace of Rotary, Chicago is the third-largest city in the United States, located on the shore of Lake Michigan, in the heart of the Midwest.

In April, average temperatures range from a high of 59°F/15°C to a low of 39°F/4°C. For additional city and travel information, visit www.choosechicago.com.

The in-person portion of the 2022 Council on Legislation takes place at the Hyatt Regency Chicago in downtown Chicago. Standard check-in is 15:00 and check-out is 12:00 (UTC-5).

Frequent-guest program rewards/upgrades may not be used at this hotel during the Council on Legislation. The hotel is smoke-free, including all guest rooms, restaurants, lounges, meeting rooms, public spaces, and employee work areas. Designated smoking areas are available outside the hotel.

Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601
Phone: +1-312-565-1234
Fax: +1-312-239-4795

Virtual participants will receive additional information on how to participate. Our goal is for those Council members to be able to participate in the deliberations of the Council in an equitable manner to those attending in person.

ARRIVAL/DEPARTURE

For Council members attending the in-person meeting, please use Travel Services designated agencies, RITS® (Rotary International Travel Services), to book your travel to the Council on Legislation. An email invitation to book travel will be sent by Travel Services, providing a Trip ID and information on contacting the agency in your country. You may initiate your travel booking upon receipt of the invitation by contacting the RITS® agency in your country. Those traveling individually, without personal travel, and using the U.S.-based agency, Atlas Travel, may use the Concur booking tool to book flights.

Representatives arrive on Saturday, 9 April, except those traveling by domestic flights of less than three hours, which will be booked to arrive before noon on Sunday, 10 April. Departures should be booked for Thursday afternoon, 14 April, or Friday morning, 15 April, as flight schedules permit. Members booked to depart on Friday will stay at the Hyatt Regency Chicago Thursday night at Rotary's expense. Personal travel is prohibited prior to the Council on Legislation. Any post-Council personal travel expenses, including

cancellation or change fees associated with personal travel in conjunction with Council travel, are the responsibility of the traveler and will not be reimbursed by Rotary.

AIRPORTS

O'Hare International Airport and Midway Airport serve the Chicago area.

TRANSPORTATION TO AND FROM THE HOTEL

Rotary will not be providing shuttle service to or from the airport. It is recommended to take a taxi.

At the airport: Please use the designated taxi stand located at the lower-level curb (outside of baggage claim) at each terminal.

From the hotel: You can schedule a ride with a local taxi provider, or the hotel staff can help assist you at the time of departure. For current information about Chicago taxi services please visit chicabs.org.

Note: There has been a shortage of rideshare drivers resulting in significant surge pricing at peak times. Please keep in mind when using this option that your transportation may not be fully reimbursable.

SAFETY

The following guidelines will be in effect during the Council, to increase the safety of all participants:

- COVID-19 vaccination**
All Council participants must be able to present proof that you are fully vaccinated against COVID-19 before booking travel to the Council on Legislation. Please continuously review the [CDC's website](https://www.cdc.gov) for the most current updates on the requirements to be considered fully vaccinated. The CDC recommends a booster shot for anyone over the age of 18 if your vaccination was completed more than 6 months ago.
- Negative PCR test results**
All Council participants must also provide a negative PCR test taken within 24 hours of departure for the Council on Legislation.
- Masks required**
Masks are required for all participants for all indoor activities. Masks must be worn covering your nose and mouth.

These guidelines and requirements for in-person participation for the Council are subject to change, based on updates from local, regional, and national public health authorities. Please check your email and the Council page on My Rotary regularly for updates.

LEGISLATION

Council representatives received an electronic version of proposed legislation in August (English), followed by additional languages in September through November. It is also available on the [Councils page](#) of My Rotary. Representatives were also given the option of receiving a binder of proposed legislation at the meeting.

Please download the legislation book onto a mobile device that you'll use for the Council. The deadline for requesting a binder ahead of the meeting was 31 October.

MOBILE DEVICES

Members are encouraged to use their mobile devices, such as cell phones, tablets, and laptops, in the Council chamber in order to access the proposed legislation and amendments as they occur.

Power outlets will be available outside the Council chamber.

REGISTRATION

For those attending in person:

1. Check in at the hotel registration desk on the second level (Skyway Level, East Tower) of the Hyatt Regency Chicago to obtain your guest room assignment.
2. Pick up your welcome packet at the Council Registration Desk. Your packet includes your assigned seating for the week.

Council Registration Desk (Ballroom Level, East Tower, Foyer)

- Saturday, 9 April, 12:00-20:00
- Sunday, 10 April, 09:00-16:30
- Monday, 11 April, 07:30-10:00

For registration assistance after Monday, go to the Council Office (Ballroom Level, East Tower, Grand Suite 1).

ATTENDANCE OF GUESTS AND CHILDREN

The Council is a business meeting. Events are not planned to include guests of members.

MEALS

Included meals

Meal service begins with breakfast on Monday, 11 April, and ends with breakfast on Friday, 15 April. No additional meals have been arranged before or after these dates. Organized meals will be served in Grand Hall (Ballroom Level, East Tower). All Council members must participate in the organized meals. No credit is given for meals not taken by a participant. The meal service schedule is subject to change and appropriate meal offerings will be based on the final daily schedule.

Meals on your own

The following meal expenses will be reimbursed upon the submission of a completed expense report and receipts:

- Breakfast on Sunday, 10 April: up to \$20 per member
- Lunch on Sunday, 10 April: up to \$25 per member
- Dinner during the Council: up to \$50 per member per day
- Breakfast on Friday, 15 April: up to \$20 per member
- Meal expenses incurred on authorized travel days

OPENING GENERAL SESSION

The mandatory orientation session is tentatively scheduled for 15:00 on Sunday, 10 April, in the Council chamber (Ballroom Level, East Tower, Grand Ballroom). All members must attend in person or virtually.

QUESTION-AND-ANSWER SESSION

A Question-and-Answer Session will follow the orientation on Sunday, 10 April.

SIMULTANEOUS INTERPRETATION

Simultaneous interpretation of Council sessions and orientation will be provided in Chinese, English, French, Japanese, Korean, Portuguese, and Spanish.

TRAVEL INSURANCE

Travel insurance is provided to all Rotary-funded members when traveling to, during, and from the Council on Legislation. Please review the Travel Insurance Overview on page 8.

DRESS GUIDELINES

Appropriate dress for Council sessions is business attire according to your country's customs.

CONTACT INFORMATION

Council Services (legislation)
Phone: +1-847-424-5267
Email: council_services@rotary.org

Housing and Registration
Phone: +1-847-866-3495
Fax: +1-847-556-2194
Email: ri.registration@rotary.org

Expense Reports
Fax: +1-847-556-2193
Email: meetings.finance@rotary.org

Risk Management (insurance)
Phone: +1-847-866-3138
Fax: +1-847-566-2147
Email: insurance@rotary.org

Travel Services/RITS®
Hours: 08:30-17:00 (UTC-5)
Phone: +1-847-866-3411
Email: travelservices@rotary.org

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 Council and to facilitate your Council experience (for example, we may share your personal data to print name badges). Personal data you provide when registering may be transferred to RI service providers (for example, affiliated entities) to assist RI in planning Council-related activities.

Recording release

By attending, participating in, or visiting the Council, including any affiliated events, you consent to be recorded by any means, including still photography, audio, interview, and video recording (“recordings”). RI uses the recordings and your personal information, including on its website, in its print and electronic publications, via streaming, and in social media, and retains the same for historical and research purposes. You grant RI and The Rotary Foundation the perpetual, irrevocable, worldwide, royalty-free right to use, copy, display, modify, distribute, publish, and license the recordings and your name, image, voice, statements, and likeness for promotional, marketing, and educational purposes without RI or The Rotary Foundation incurring debts or liabilities of any kind.

Security

For security purposes, all registrants must show photo identification (driver’s license or passport) at the Council venue to obtain their badge. RI reserves the right to check photo identification at any time during the Council. 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.

RI Programs Code of Conduct

All participants of a Rotary International event, including the COL, are expected to abide by the [RI Programs Code of Conduct](#).

Risk of in-person attendance

I acknowledge and agree that my participation at the in-person COL is voluntary and there is an inherent risk that the COVID-19 virus could be transmitted by or among any of the persons at or staffing the COL and any of the guests and staff of the Hyatt Regency Chicago. People with COVID-19 have a wide range of symptoms — ranging from mild symptoms to severe illness and death. Due to the nature of COVID-19, I understand that even if I follow all policies, procedures, and processes set forth by RI or the Hyatt Regency Chicago and all local, state, and federal COVID-19 laws, rules, and regulations, including any social distancing and face covering orders, I still may be exposed to COVID-19 and I may acquire COVID-19 through traveling to and from and my participation at the COL.

I hereby assume the risk of bodily injury, illness, and death resulting from traveling to and from and participating at the COL and my activities outside of the COL even if resulting from the negligence of Rotary or their directors, trustees, officers, employees, agents, volunteers, consultants, contractors, and advisers. I understand that certain inherent factors may make me more susceptible to acquiring COVID-19 or may increase the likelihood of severe symptoms, including death, if I contract COVID-19, and I have taken such factors into consideration and discussed any concerns with my physician(s) prior to traveling to and from and participating in the COL.

EXPENSES AND REIMBURSEMENTS

Rotary will not fund Council attendance for any representatives who don’t complete the online Council training and attend the Council training provided at the Rotary institute. Such representatives are responsible for paying the expenses mentioned below themselves, unless excused from training by the Council chair.

For those attending the Council virtually, Council members may expense up to US\$350 for items needed to facilitate their virtual attendance. Consider the following:

- Verify your internet service and electronic devices will permit live participation and have consistent access to the internet without lagging or freezing. Ensure that your internet is a minimum of 25Mbps or higher.
- Ensure you have a headset and microphone for better audio.

The following information applies to all travelers whose expenses are paid by RI. Reimbursement for expenses will not be issued at the Council on Legislation. Expense reports must be submitted via the online expense reporting system found on My Rotary. Log into My Rotary, hover over MANAGE, and then choose Travel & Expenses. The submission must include all required receipts.

Refer to the Travel & Expenses page on My Rotary if you have questions and for the forms mentioned above.

1. RI will reimburse the following expenses:

- Forced overnight stays booked by RITS® agents, that may result from international flight schedules and any related incidental expenses
- A day room, up to \$80, if international travel connection time exceeds seven daytime hours, provided that the room is booked by RITS® and actual receipts are submitted
- Least-expensive travel expenses to and from your home to the airport (RITS® preapproval required for cumulative mileage or rail expenses over \$150)
- Meals during travel to and from the Council meeting
- Visa expenses (for international Council members; RITS® preapproval is required)
- Visa-related travel needed to obtain a visa for international Council members (Airfare for visa-related travel must be booked by RITS®. RITS® preapproval is required for cumulative mileage or rail expenses for visa-related travel over \$350.)
- Reasonable laundry expenses
- Dinners during the Council, up to \$50 per member per dinner
- Any meals during the Council when no official RI meal event is offered, up to \$20 for breakfast and up to \$25 for lunch
- Airline luggage fees incurred during travel to and from Chicago and your home location (maximum of two bags per person; please keep receipts)

Note: 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 Council members directly to the hotel. This amount includes gratuities and state and local taxes. Each Council member will be responsible for all personal charges on the bill. Any incidental charges on the hotel bill must be settled at check-out.

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

- Personal clothing
- Phone charges
- Minibar and lounge charges
- Movies
- Room service and meals except dinner during the Council
- 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 for the following:

- Supplemental lost personal baggage and effects, medical, or travel insurance
- Phone/mobile charges and any other phone fees. On request, RI will provide Council members with a prepaid calling card. The calling card should be used from a landline (a hotel room or public phone).
- Overweight and excess luggage fees

5. If attendance at a hosted official meeting function is mandatory, RI will not reimburse the costs of any alternate food or beverage.

6. The hotel provides complimentary in-room and Council-chamber internet service during the Council.

Expense statements (with all necessary receipts attached) must be submitted by Monday, 13 June. Expense statements received after 13 June will not be reimbursed, except for exceptional cases. Log into My Rotary, hover over MANAGE, and then choose Travel & Expenses.

TRAVEL POLICY AND PROCEDURES

For members with full expenses paid for the 2022 Council on Legislation, RI will pay for round-trip air travel to Chicago based on the most direct, economical routing and the other guidelines outlined below.

RITS® agents 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. Before issuing such a ticket, RITS® agents will advise the traveler of the extra costs for traveler approval. Extra costs can only be paid by credit card and are billed as the tickets are issued.

GENERAL POLICIES

1. As an RI-funded traveler, you are expected to follow travel policy guidelines, which are designed to conserve the funds of the organization while meeting travelers' basic needs and providing reasonable comfort.
2. You will receive an invitation to book from Travel Services which includes your Trip ID. You must initiate the travel booking by contacting the designated RITS® agency by email or phone. Travel Services may postpone issuing tickets in order to obtain seasonal airfare discounts and manage workflow. All travel arrangements funded by RI and The Rotary Foundation are to be handled by the appropriate Rotary Travel Services-designated travel agency.
3. Rotary uses preferred airlines that provide discounts and other benefits 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 or substantially increase travel time to and from the airports.
6. Those planning to drive to Chicago must contact RITS® agency – Atlas Travel to receive authorization. You will be reimbursed, provided the cost does not exceed the amount of a RITS®-calculated round-trip airfare.
7. If air service is unavailable, you will be reimbursed for the cost of the most economical alternate means of transportation.
8. RITS® agents must approve the use of intermediate or small rental cars. RI will not reimburse Collision Damage Waiver or Personal Accident Insurance on rental cars.
9. Tickets obtained using airline mileage require preapproval and are subject to reimbursement of actual costs paid, which are generally only taxes and airport fees. You will pay the cost of any personal travel booked in conjunction with authorized RI travel.
10. Frequent-flyer miles earned through tickets purchased by RI will be credited to the account of the individual traveler.
11. Exceptions to the 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 a lower fare or incentive program on other airlines
 - b. The selection of specific airlines where Rotary needs to fulfill its contractual commitments with its preferred airlines

Contact Travel Services with any questions or concerns about travel to and from the Council on Legislation.

TRAVEL SERVICES

Hours: 09:00-17:00 (UTC-5)

Email: travelservices@rotary.org

Phone: +1-847-866-3411

TRAVEL BOOKING INSTRUCTIONS

Council members attending in person, book your travel upon receiving the invitation to book from Travel Services which includes your Trip ID. All travel bookings should be completed by 7 March. All airline tickets must be issued by 11 March. Names on airline tickets must match names in passports exactly.

INSTRUCTIONS

1. Wait to receive the invitation to book from travelservices@rotary.org.
2. Contact your designated RITS® agency by email or phone.
3. Those booking with the U.S.-based agency will receive an additional communication from Atlas Travel with instructions on completing your profile in Concur, the online booking tool. Your completed profile will securely store your personal information such as passport and frequent flyer numbers,
4. If you use the U.S.-based agency, are traveling individually and have no personal travel, you may book yourself using the Concur booking tool.

If you have concerns or questions about the travel process, please contact the Travel Services team at travelservices@rotary.org.

ROTARY TRAVEL SERVICES DESIGNATED TRAVEL AGENCIES

AUSTRALIA & NEW ZEALAND

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
After hours: as above

BRAZIL

Paulo Battistini
BattsTour
Rua Engenheiro Paulo, 59
Vila Harmonia - Guarulhos / SP,
Brazil
Tel: +55-11-2382-7436
Email: battstour@battstour.com
After hours:
+55-11-96787-9392

INDIA

Team A - BCD Travel
326 DLF Tower A, Jasola
New Delhi 110025, India
Tel: +91-11-43685000
Alternate Tel: +91-11-43685028 &
+91-11-43685033
Fax: +91-11-43685003
Email: rotary.india@bcdtravel.in
After hours:
+91-97-11701377 &
+91-95-82020080

JAPAN

Yoshifumi Kamifuji
Tonichi Travel Service CO, Ltd
(TNK)
4F Nikki Tokyo+A22 Bldg. 1-2-8
Hatchobori,
Chuo-ku, Tokyo
104-0032 Japan
Tel: +81-3-6374-4375
Fax: +81-3-6374-4373
Email: rot@tonichi.co.jp
After hours:
+81-70-2277-3519

KOREA

Serena Lee
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

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
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

TRAVEL INSURANCE OVERVIEW

Travel Medical & Accident Insurance (“Travel Insurance”) is provided to all Rotary-funded participants when traveling to, during, and from the Council on Legislation. This insurance provides a medical expense benefit for unexpected injury or illness if traveling outside of your country of permanent residence. This insurance does not cover preventive or routine medical care. There is no medical expense benefit under this insurance for Rotary-funded participants from the U.S., as you would rely on your personal health insurance.

Travel Insurance Identification (ID). A copy of the travel insurance identification (ID) and explanation of covered services is included on pages 9-10. Have access to the ID card when traveling to, during, and from the Council on Legislation. In the event of an accident or illness, a medical provider may accept your ID as proof of coverage.

The travel insurance provides the following services, subject to policy terms and conditions:

- Medical expense benefit (when traveling outside of your country of permanent residence)
- 24/7 assistance services when you call the telephone number on the Travel Insurance Identification (ID)
- Emergency medical and security evacuation
- Lost/stolen personal baggage and effects assistance in excess of what is payable by airline company

Claim assistance. In the event of injury, illness, or loss, contact the travel insurance company, AIG, directly. Their contact information is on the bottom corner of the Travel Insurance Identification (ID). In some cases, a completed claim form along with medical invoices and/or receipts will need to be submitted directly to AIG. Notice of claim must be given to AIG within 20 days after the loss. Please keep copies of any medical documentation, including invoices and receipts, for your records.

Coverage details and questions. For more travel insurance information, contact RI Risk Management at 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.¹ 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
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 Assistance²

- 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

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 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 Accident & Health Claims Dept. | PO Box 25987 | Shawnee Mission, KS 66225

1. <http://www.tlcorporate.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.

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REGISTRATION CHECKLIST

- ☐ **DUE TUESDAY, 1 FEBRUARY 2022** Voting and Nonvoting Members:
Register online at my.rotary.org/user/login?destination=exchange-ideas/events/council-legislation
- ☐ Indicate on your registration how you wish to attend the Council, in person or virtually.
- ☐ For those attending in person, you will need to provide proof that you are fully vaccinated against COVID-19 by Tuesday, 1 February 2022.

REGISTRATION AND HOUSING FORM FOR VOTING AND NONVOTING MEMBERS

All registrations must be submitted by Tuesday, 1 February 2022.

Contact ri.registration@rotary.org with questions. Two ways to register:

1. [Register online](#) and receive an immediate confirmation (Council members only)
2. Email your form to ri.registration@rotary.org* or fax your form to +1-847-556-2194. A confirmation of your registration will be emailed to you.

**For your protection and compliance with payment card industry requirements, forms with payment information will not be accepted by email.*

MEMBER INFORMATION

Complete the name fields exactly as you would like your name badge to appear.

FAMILY NAME	FIRST NAME AND MIDDLE INITIAL	BADGE/CALL NAME (Example: Jenny if full name is Jennifer Smith)
CLASSIFICATION	ROTARY CLUB & STATE/PROVINCE	DISTRICT NUMBER
COUNTRY	EMAIL	

EMERGENCY CONTACT INFORMATION (REQUIRED)

In case of an emergency during the meeting, contact:

NAME	PHONE (including country and city codes)
------	--

LANGUAGE PREFERENCE

Mark "1" to indicate the language you wish to use at the Council. Mark "2" to indicate a secondary language that you speak fluently.

___ English ___ Chinese ___ French ___ Japanese ___ Korean ___ Portuguese ___ Spanish

PHONE CARDS

Phone cards will be distributed to Council members only upon request. ☐ I require a phone card.

HOTEL

All members will have a standard room at the Hyatt Regency Chicago during the Council. Please indicate your room preference: ☐ One Bed ☐ Two Beds

ARRIVAL DATE	DEPARTURE DATE
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SPECIAL NEEDS

The hotel complies with the Americans with Disabilities Act and requests specific information in order to accommodate your needs. Indicate any medical conditions that RI should be aware of and any special arrangements that need to be made. Select from the list below:

- | | |
|--|---|
| <input type="checkbox"/> Room with a roll-in shower | <input type="checkbox"/> Literature printed in Braille |
| <input type="checkbox"/> Room with grab rails in the shower/tub and around the toilet | <input type="checkbox"/> I require a wheelchair/scooter. |
| <input type="checkbox"/> Bathtub with a portable bench and grab rails | <input type="checkbox"/> I am bringing my own wheelchair/scooter. |
| <input type="checkbox"/> Room with a phone for deaf/hard of hearing and a visual alarm | <input type="checkbox"/> Other (please specify): |

MEALS

Meals are provided for members as described above.

Check any dietary restrictions you have:

☐ Diabetic ☐ Gluten-free ☐ Halal ☐ No red meat ☐ No pork ☐ No shellfish ☐ No fish
☐ Vegetarian ☐ Vegan ☐ Lactose-free ☐ Kosher

FOOD ALLERGIES:

CANCELLATIONS

All changes and cancellations must be received in writing by Monday, 1 April. All registration fee and meal plan cancellations are subject to a \$50 service fee and are nontransferable.

SIGNATURE

My signature indicates that I agree to all the policies and conditions outlined in this booklet and to the use of my data in this form for the purposes of the realization of the Council as described in the General Information section under Notices.

SIGNATURE (Electronic submission of this form constitutes a signature)

DATE

NAME

DISTRICT