



S-STEM REC

## **S-STEM Scholars Meeting**

September 14-16, 2023

Marriott Marquis Hotel

901 Massachusetts Avenue NW, Washington, DC 20001

### **FREQUENTLY ASKED QUESTIONS ABOUT TRAVEL**

#### **Costs**

##### **What costs are covered?**

Roundtrip airfare/train ticket, 2 hotel nights (9/14 and 9/15), and meals provided at the meeting will be covered. We will also reimburse incidentals (ground transportation, meals outside of the meeting and on travel days, baggage claim, etc.).

#### **Schedule**

##### **When will the meeting begin and end?**

The meeting will start at 5:00 p.m. ET on Thursday, September 14, and conclude at 11:00 a.m. ET on Saturday, September 16. An agenda will be made available soon on our [website](#).

#### **Travel Booking Process**

##### **How do I book my flight or train travel to the meeting?**

AAAS will send you an invitation that includes detailed instructions on how to contact our travel agency. Please be on the lookout for this email and be sure to check your spam folder for it. Due to the large number of meeting participants, we are staggering the release of the invitation to book travel. You should receive this invitation sometime between June 12 and June 26.

##### **What if I want to take a method of transportation that is not air or train travel?**

Any method of travel beyond air/train requires pre-approval by AAAS staff.

##### **If I drive my own vehicle to/from the meeting, can I get reimbursed for mileage and parking?**

Any traveler who would like to drive to/from the meeting and be reimbursed for mileage must request to drive by completing this form no later than 11:59 p.m. ET on Monday, **July 10, 2023**. If the request is approved, AAAS will reimburse for mileage and parking costs **ONLY** up to the cost of a comparable flight/train trip to Washington, D.C. Approved mileage requests will be provided before the deadline to book travel.

##### **When is the deadline to book my travel for the 2023 S-STEM Scholars Meeting?**

The deadline to book travel is 11:59 p.m. ET on Friday, **July 14, 2023**.

## Hotel

### **How do I book my hotel?**

AAAS staff will book your hotel reservation for you after you have arranged your air/train travel.

### **Will I get my own hotel room?**

Yes. All participants will receive individual hotel rooms.

### **What do I need at check-in?**

When you check into the hotel at the front desk you will need to provide a valid photo identification (such as a driver's license) and a personal credit or debit card. A \$50 per night hold will be put on your card, which will be removed after you check out.

### **When will I receive confirmation for my hotel reservation?**

You should receive your hotel confirmation via email by the end of July.

## Ground Transportation

### **How do I arrange ground transportation to/from my home and the local airport or train station?**

You will be responsible for arranging and paying for your travel to/from your home and local airport or train station. AAAS will not assist with this, but we will reimburse the cost. We encourage you to seek advice from your faculty member about ground transportation and coordinate local transportation with other students traveling from your institution.

### **How do I arrange ground transportation to/from the Washington, D.C. airport and the hotel?**

You will be responsible for arranging and paying for your travel to/from the Washington D.C. airport or train station and the Marriott Marquis. AAAS will not assist with this, but we will reimburse the cost. We encourage you to coordinate ground transportation with other students traveling from your institution. You may take an Uber, Lyft, or taxi. Or, you may take D.C. Metrorail or Metrobus (you will need to purchase a [SmartTrip card](#) at the airport or train station to do so). [Here](#) are directions to the hotel if you are arriving by plane, and [here](#) are directions to the hotel if you are arriving by train. To learn more about how to use the D.C. Metro see [this video](#). Contact [ssteminitiative@aaas.org](mailto:ssteminitiative@aaas.org) with questions.

## Meals

### **What meals will be provided?**

Meals provided during the meeting include dinner on September 14, breakfast and lunch on September 15, and breakfast on September 16. You will receive reimbursement for meals not provided during the meeting, and on travel days.

## Accessibility

### **What if I need certain ADA accommodations for my travel, hotel stay, or participation in the meeting?**

Please reach out to [ssteminitiative@aaas.org](mailto:ssteminitiative@aaas.org) to let us know. We want to support your access to and full participation in the meeting.

## Travel Adjustments

### **I am traveling from the west coast. Is it possible for me to get a hotel room for the night of September 13?**

If our travel agency cannot find a flight that will guarantee a 5:00 p.m. arrival time on Thursday, September 14, then yes, a flight will be booked for you leaving September 13, and we will book a hotel for you for the night of September 13 at no additional cost to you.

### **I would like to bring a family member to travel with me (spouse, parent, etc.). Is that ok?**

You are welcome to use the travel agency to pay for family members, but you are responsible for the flight or train costs and booking fees. While your family member cannot register for or attend the meeting, they can stop by to view your poster presentation (if you are presenting).

### **I would like to do some sightseeing on my own in Washington, D.C. and arrive a day or two earlier than the meeting starts/leave a day or two after the meeting ends. Is that ok?**

You are welcome to come to Washington, D.C. earlier or stay longer, but you are responsible for paying the difference in cost between traveling on your desired dates versus traveling on September 14 and September 16. You are also responsible for booking and paying for your additional hotel nights and covering all meals on days beyond the meeting.

## Cancellation

### **What if something happens and I can't attend?**

In the case where you become unable to attend due to a family emergency, illness, or other unforeseen circumstance, please notify [ssteminitiative@aaas.org](mailto:ssteminitiative@aaas.org) as soon as possible. The earlier we know you are unable to participate the more likely we are able to not lose travel funding that can support scholars to attend future meetings.