



## International University Student Leadership Experience — Program Guidelines

### **SAMPE Conference & Exhibition Registration:**

- Award recipients receive complimentary Premium Registration (\$1,099 value), which includes:
  - Full Conference Access
  - Two (2) Tutorials
  - Exhibit Hall Access
  - Keynote Address
  - Welcome Reception
  - Awards Breakfast
  - Conference Proceedings
  - Offsite Tour

### **Air Travel:**

- SAMPE covers round-trip economy airfare to/from Seattle, WA, for the award recipient only
- SAMPE will send you a travel form to complete, and SAMPE's travel agent will make your airline reservations
- A tentative itinerary will be emailed to you for approval prior to ticket purchase
- The ticket must be approved within 24 hours (or forfeit SAMPE's purchase price)
- The ticket may be canceled up to 24 hours after the ticket has been approved
- After 24-hour cancellation period, tickets are non-refundable and non-transferable; your ticket will remain in your name for alternate travel for up to one (1) year from the date of the canceled flight
- Flight changes, seat upgrades, and baggage fees are the responsibility of the award recipient
- To change or cancel your ticket, contact [juliet@sampe.org](mailto:juliet@sampe.org); DO NOT contact the airline directly to cancel or make changes to flights

### **Ground Transportation:**

- All ground transportation is the responsibility of the award recipient
- [Ground transportation options](#)

### **Hotel Accommodations:**

- SAMPE covers five (5) nights standard room & tax for award recipients only
- Room nights are based on double occupancy; you will be asked to share a room with another award recipient
- SAMPE will assign two (2) award recipients to share a standard QQ room at a conference hotel assigned by SAMPE
- Award recipients will be assigned a roommate according to gender identity
- SAMPE does not cover hotel rooms outside of the contracted conference hotel
- If you would prefer to have your own room, you will be responsible for 50% of the cost of your stay

### **Hotel Check-in:**

- Credit card authorization is required for incidentals at check-in
- Room upgrades are the responsibility of the award recipient
- Special requests are not guaranteed



**Hospitality & Meals:**

- All SAMPE-sponsored dinners, receptions, and breakfasts are included
- Meals outside of SAMPE-sponsored dinners, receptions, and breakfasts, are not included and are the responsibility of the award recipient

**Guests:**

- The SAMPE Conference & Exhibition is open to the public to purchase registration. However, the benefits of this award program are intended for the award recipient only
- SAMPE does not extend award benefits to individuals other than award recipients

**Questions? Contact Juliet Marshall at +1.626.540.4114 or [juliet@sampe.org](mailto:juliet@sampe.org)**