

# TRAVEL DETAILS



## AIRFARE REQUIREMENTS

Zoëcon is working with the travel team at Celtic to arrange all your itinerary details. They will assist in reserving airline reservations, room reservations and ground transportation. Zoëcon will reimburse attendee and guest for one baggage fee each. Please keep your receipts and include with your expense report following your return.

## DOCUMENTS

The US Department of State and Homeland Security requires all travelers to and from Jamaica to have a valid passport. The expiration date on the passport has to be 6 months or longer from the return date of the trip. Obtaining a new passport can take 8 to 11 weeks; expedited service can take 5 to 7 weeks.

## TRANSPORTATION

Zoëcon will provide transportation to the resort. Secrets St. James is approximately 20 minutes from the Jamaican Airport. As you exit the airport, look for an Amstar representative that will be waiting for you with a sign that has the Zoëcon logo on it.

## PROGRAM

Central Life Sciences' ZOËCONFERENCE is an opportunity to gather and share ideas for success. There will be optional events to meet and mingle with the other attendees, but the time away is yours. Please join the Central Life Sciences team and other conference attendees at the following events:

### THE ZOËCONFERENCE PROGRAM EVENTS (Locations TBD):

Tuesday, November 5:	Welcome Reception
Wednesday, November 6:	Business Meeting
Thursday, November 7:	Business Meeting
Friday, November 8:	Appreciation Dinner

## HOTEL

Zoëcon will have a private check-in area for guests. Check-in is 3:00pm and check-out is 12:00pm. If you arrive early, the bellman will hold your luggage. Please note that upon arrival at the resort, you will be asked if you wish to open credit for any incidental charges on property. You will then need to present a credit card and an average of \$200 will be held on the card for these charges. If nothing is charged on property, the \$200 will be released from the card.

## CANCELLATIONS

If a guest needs to cancel their trip to ZOËCONFERENCE, they will be responsible to let the travel team at Celtic know as soon as possible so all reservations made for the trip can be cancelled. Airline credits will be available to the guests to use for one year from the date they are issued. The Travel Team will give all this information after cancelled. The guest will be responsible to rebook their own flights and pay any additional costs. If the airline reservation is NOT cancelled before flight time, the reservation will be a NO SHOW with the airline and the credit will be lost. If a trip is cancelled, there is no credit given from the resort.