

2024 Scottsdale Interventional Forum Fellows Travel Scholarship Guidelines

FELLOWS SCHOLARSHIP INCLUDES

- Complimentary SIF Meeting Registration Fee
- Air travel or mileage reimbursement up to \$500.00 USD
- 4-Nights hotel accommodations at the Fairmont Scottsdale Princess
(Arrival Sunday March 3rd; Departure Thursday, March 7th)

STEPS TO CONFIRM PARTICIPATION

1. Approved Scholarship Recipients will be notified via email by Gaffney Events.
2. Approved fellows must RSVP to adina@gaffneyevents.com with their intent to participate **within 5 days** receiving the approval email to hold their place.
3. To secure a spot, Fellows must purchase their own airline ticket & forward the itinerary to Adina via email **within 10 days** of receiving the approval email (or confirm driving to the conference).
4. Return flights should be scheduled for departure on Thursday, March 7th, and must depart after 4:00 pm, in order for participation in the course on Thursday.

HOTEL ACCOMMODATIONS

- Hotel accommodations will be made by Gaffney Events based on the flight itinerary provided.
- Room rate, resort fee and taxes will be covered by the course for 4 nights accordingly.
- Any incidentals, meals charged to your room, spa appointments, etc. are the responsibility of the attendee. As standard procedure you will be required to present a credit card upon check in and a deposit will be held on your credit card to cover any additional charges.

REIMBURSEMENT POLICY

- Upon conclusion of the course, the **Fellows Reimbursement Form** must be completed and emailed with a copy of the original air travel receipts to adina@gaffneyevents.com
- Please submit no later than 10 business days after the event, by **Friday, March 22nd**. Once the completed form and receipts are reviewed and approved, a check /ACH Transfer will be issued to the participant.
- **Please note: Sign-in is REQUIRED** at the Registration Desk each morning and afternoon in order to confirm attendance, along with each dedicated Fellows Hands-On Training Event. Travel expenses will not be reimbursed if the participant has not signed in each day and been in attendance all days and attended all educational sessions.
- **No additional travel expenses outside of air travel or mileage to/from the conference up to \$500.00 are eligible for reimbursement.**