



2025 Leadership Summit Partner and Staff Travel Policy & Guidelines

The 9th Annual Leadership Summit & General Assembly of Patients, Caregivers, and Community-Based Organizations will be held at the **Atlanta Airport Marriott**, located at **4711 Best Rd, Atlanta, GA 30337**. Participation in this annual meeting is a requirement for all credentialed partners. Due to the mandatory nature of this meeting, the Sickle Cell Consortium will provide financial assistance in the form of a registration waiver, hotel lodging, some meals, and defined travel reimbursement for all **ACTIVE PARTNERS**. GENERAL PARTNERS will have full access to attend the meeting virtually. This year, due to the limited ways partners could actively participate, we have defined all partners as either “Active” or “Active with Grace”. This means that all partners are open to participating in-person. As such, there will only be a limited number of sessions available virtually.

Please review the policy changes below for additional information.

LODGING

Hotel accommodations for active credentialed partners who complete the required documents by the deadline will be paid for by the Sickle Cell Consortium. Participants will be required to provide a debit or credit card upon check-in to cover any incidentals incurred. The room rate and taxes will be billed to the Consortium master account. All rooms will be booked as double occupancy. **All partners should assume that you will be assigned a roommate.** Please **DO NOT** bring any additional guests. Any partner bringing an unauthorized guest, or prefers a single room, should plan to book their room directly using the link provided on the registration page.

Approved check-in for the Leadership Summit is on Wednesday, April 23rd, and check-out is on Sunday, April 27th for all partners. International Partners and Warriors with uninterrupted air travel of greater than four (4) hours may request an early arrival by emailing Maria Rivera, Partner Communications Liasion, at mrivera@sicklecellconsortium.org. Your email should include your request for early arrival and the reason for the request. CC Dr. Lakiea Bailey at Director@sicklecellconsortium.org. All early arrival requests must be approved in writing (email) by Dr. Lakiea Bailey. Please do not assume that your request has been approved until notified via email. All other early arrivals (prior to April 23rd) and late check-out (after April 27th) must be arranged directly with the hotel and will be paid for by the partner.

SICKLE CELL CONSORTIUM

T: 706.204.9269
F: 706.619.6029

2265 Lexington Lane
Cumming, GA 30040



Lodging will ONLY be provided to registered, credentialed partners. The Consortium will provide lodging for each active credentialed IPCA, and up to two (2) delegates for international CBO, domestic CBO, junior CBO, and SPO partners. Community Partners may request lodging support for one (1) CP representative by emailing Maria Rivera (cc. Dr. Lakiea Bailey) at the aforementioned emails. **Please note:** We are only able to guarantee one (1) delegate per organization. Participation of a second delegate is dependent upon hotel availability. In order to ensure your second delegate, both representatives must register independently, as soon as possible, but no later than Friday, March 28, 2025. Second delegates will be approved on a first-come, first-served basis. After Monday, March 31st, late registration will no longer be available for delegates.

*** **Please DO NOT plan for unregistered delegates to share your lodging space,** as all rooms are booked as a double.***

AIR TRAVEL

In **2019**, the Consortium implemented **travel reimbursement** instead of direct booking. Partners are required to **purchase air travel accommodations directly** and will be reimbursed up to the following amounts:

- **IPCA Active Partners:** Up to **\$350** for domestic travel.
- **CBO, jCBO, and SPO Active Partners:**
 - **\$350** for one (1) delegate and **\$600** for two (2) delegates for U.S. domestic travel.
 - **\$350** for one (1) delegate and **\$600** for two (2) delegates for travel from Canada.
 - **\$1,200** for one (1) delegate and **\$2,000** for two (2) delegates for international travel (excluding Canada).
- **Active Community Partners (CPs):**
 - Must provide their own travel unless **approved by Monday, March 24th.** Approved CPs will be reimbursed: **\$350** for one (1) delegate.

Travel Booking Guidelines

- Air travel must be booked in **economy/coach class.**
- **Book flights 2-4 weeks in advance** to take advantage of the best fares.
- Flights should align with **check-in on Wednesday, April 23rd and check-out on Sunday, April 27th** unless otherwise approved.
- **Warriors whose flights exceed four (4) consecutive hours may request early check-in on April 22nd.**

✉ **For early arrival requests, email Maria Rivera at travel@sicklecellconsortium.org.**

SICKLE CELL CONSORTIUM

T: 706.204.9269
F: 706.619.6029

2265 Lexington Lane
Cumming, GA 30040



ALTERNATIVE TRAVEL

The Consortium allows **alternative travel reimbursement**. All other forms of travel are subject to the same reimbursement rates, except in the case of car rental/travel. The Sickle Cell Consortium will reimburse up to \$600 per vehicle (if more than one person shares the vehicle). In this scenario, one partner may travel by vehicle and be reimbursed up to \$350. If more than one partner shares a vehicle, the reimbursement will cap at \$600 per vehicle (not per person).

TRAVEL REIMBURSEMENT

Partners must arrange travel to the Leadership Summit. All partners may submit for reimbursement based on the guidelines outlined in this travel policy document. Reimbursements will be processed during the Leadership Summit on Saturday, April 26th.

To ensure reimbursement, each partner must complete the Travel Reimbursement Form, bring a copy of this form to the reimbursement desk, along with copies of all receipts related to travel.

To process reimbursement, complete the following steps:

1. **Complete the electronic reimbursement form:**
2. **Bring a printed copy of the form** to the General Assembly on **April 26th**.
3. **Submit a copy of travel receipts** (name, travel dates, total amount) to the Consortium's **Finance Department**.

📌 **Reimbursement checks will be available for pickup at the Registration Desk on April 26th, 2025.**

In the event that you must cancel your flight after you have purchased it, **you will be responsible for all charges related to your travel.** The Sickle Cell Consortium will only reimburse travel for Partners who attend the Leadership Summit in person.

***This process must be completed by all individuals who are eligible to request financial reimbursement from the Sickle Cell Community Consortium for costs accrued during travel to a Consortium event. Partners must submit the reimbursement form, copy of travel receipt, or copy of gas receipts in order to receive any reimbursement. Reimbursement requests must be submitted electronically, and a physical copy provided at the 2025 Summit. Checks for reimbursement will be available at the registration desk on Saturday, April 26th.*

** SC3 encourages car-pooling. Partners who opt to carpool can be reimbursed up to \$600 per vehicle (please note: this is per vehicle, not per person, and requires more than one active partner or delegate in the vehicle).*

SICKLE CELL CONSORTIUM

T: 706.204.9269

F: 706.619.6029

2265 Lexington Lane

Cumming, GA 30040



DIRECT BOOKING

Direct booking is not a feature of the 2025 Leadership Summit. Any partner experiencing financial duress may request direct booking by email (mrivera@sicklecellconsortium.org, cc: director@sicklecellconsortium.org); however, due to budget constraints, direct booking is not guaranteed. If you are experiencing a financial hardship and wish to request direct booking, please email ASAP, but no later than Monday, March 24, 2025.

ACKNOWLEDGEMENT OF FINANCIAL LIABILITY

PLEASE NOTE: **ALL participating partners must *acknowledge and adhere* to the Financial Liability Policy.**

Once granted a Direct Booking (DB) flight, **recipients MUST attend the 2025 Leadership Summit.** The Sickle Cell Consortium **MUST be reimbursed** for travel expenses for any partner who registers but then does not attend the Summit without prior notification.

Failure to attend the Summit by partners who are granted direct booking MUST reimburse the Consortium for the FULL cost of the purchased flight no later than June 6, 2025 (except in the case of illness). All direct booking flights will be insured directly with the airline. In the event of illness, direct booking partners agree to complete the necessary steps to have the cost of the flight reimbursed by the insurance company and submit those funds to the Consortium.

Recipients who do not adhere to the Airline's Cancellation/Rebooking Policy will be financially liable and will **reimburse the Sickle Cell Consortium for all forfeited funds by June 6, 2025.**

Loss of funds due to a recipient's "No-show" for ticketed flights will cause the recipient to be financially liable again and thus will reimburse the Sickle Cell Consortium for all forfeited funds by June 6, 2025.

***FOR TRAVELERS ON SOUTHWEST AIRLINES:

The flexible policies of [Southwest Airlines](#) make it a preferred airline of the Sickle Cell Consortium. If you select Southwest, you **MUST** cancel your itinerary according to the airline's policy, and the airline will then issue you a travel voucher: you will be responsible for reimbursing the Sickle Cell Consortium for the amount of that travel voucher by June 6, 2025. **Please be mindful that Southwest Airlines allows cancellation without loss of funds up to 20 minutes prior to departure. Travel Vouchers are only issued in the passenger's name (they will NOT credit the Sickle Cell Consortium)** and are good towards the purchase of any Southwest ticket for one (1) year. Cancellations can be made at [Southwest.com](#) or by calling 1-(800)-435-9792 using the Confirmation (#) number that is found in the email you will receive from Southwest containing your flight information.

SICKLE CELL CONSORTIUM

T: 706.204.9269
F: 706.619.6029

2265 Lexington Lane
Cumming, GA 30040



FOR RECIPIENTS ON ANY OTHER AIRLINE,

Should you select a different airline, we encourage you to purchase travel insurance as well. The reimbursement policy of the Sickle Cell Consortium outlines the reimbursement amounts. This amount is inclusive of all accessory purchases, including insurance, baggage charges, etc.

If you were approved for a direct booking flight (i.e., the Sickle Cell Consortium booked your flight) and you are unable to attend, it is your responsibility to complete all necessary forms and submit any supporting documents requested.

RELEASE OF LIABILITY:

All meeting participants recognize that there is a degree of inherent risk involved in traveling to and attending this meeting and agree to release the Sickle Cell Community Consortium from all liability. We strongly encourage all participants to speak with their physician to verify that they are able to travel. All Warriors will be asked to provide the name and contact information of their hematologist or primary care physician and prepare a Plan of Care report with their physician.

Spread and illness from the COVID virus, and other communicable illnesses, remains an active and ongoing process. Although the COVID-19 vaccine is not required at this year's Leadership Summit, we do require that all guests be mindful of the potentially devastating effects that COVID-19 could have on the bodies of those living with sickle cell disease. If you are experiencing COVID symptoms or have been exposed to COVID within two weeks of the Leadership Summit, it is essential, for the health of all Partners, that you attend the Summit virtually.

INTERNATIONAL PARTNERS

If you are an **International Partner**, you are welcome to attend the events hosted by SC3, or in partnership with SC3, in person; however, due to the recent changes in US international policy and the tense political environment, it is the official position of the Sickle Cell Consortium that all International Partners consider streaming this year's Leadership Summit. We no longer believe that it is safe or advised for International Partners to travel to the US at this time. Although we will not block your attendance, we recommend consulting your government and their official recommendations regarding travel to the U.S. Instead, we suggest that the funds that SC3 would have extended for your travel and lodging be used to stream the meeting and/or support the efforts of your organization. Your Partnership Level (Active/General) will NOT be affected if you are unable to attend the 2025 Leadership Summit. Any International Partner deciding to attend the Summit (or the SCCAPE meeting) is required to acknowledge this official policy.

SICKLE CELL CONSORTIUM

T: 706.204.9269
F: 706.619.6029

2265 Lexington Lane
Cumming, GA 30040





Amplifying the power of the patient
voice

awe

COMPLETION OF THE BELOW IS ONLY REQUIRED FOR THOSE WHO REQUIRE MANUAL REGISTRATION. THE
BELOW IS NOT REQUIRED FOR ALL ATTENDEES WHO COMPLETE THE ONLINE REGISTRATION FORM.

TRAVEL POLICY & GUIDELINE AGREEMENT

(Please print this page and input your full name & title, partner classification, date & signature below. Once completed, send an email (with the subject line: Travel Policy & Guideline Agreement, with your full name and partner classification) including a picture of this signed page to travel@sicklecellconsortium.org.)

By signing this agreement, I, _____, understand and acknowledge that I have received and read the above-stated Travel Policy & Guidelines of the Sickle Cell Consortium for participation during their Annual Summit meeting. I understand and agree to follow the policy to the best of my ability unless I have written and/or pre-approved permission to do otherwise from the Executive Director, Dr. Lakiea Bailey.

Title: _____

Name: _____

Partner Type: _____

Affiliation: _____

Signature:

Date:

____ / ____ / ____

SICKLE CELL CONSORTIUM

T: 706.204.9269
F: 706.619.6029

2265 Lexington Lane
Cumming, GA 30040

