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Travel Authorization: Unified Jury Meeting, Chicago, IL, 31 March - 2 April 2016

Kiersten_stokes@siggraph.org <Kiersten_stokes@siggraph.org> Thu, Jan 14, 2016 at 11:51 AM
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Dear SIGGRAPH 2016 Unified Jury,

This email serves as the official Travel Authorization (TA) for your travel in support of the SIGGRAPH 2016 Unified Jury Meeting to be held 31 March – 2 April in Chicago, IL.

Please submit the following information (see below) to cstark@smithbucklin.com by **Friday, 19 February 2016**:

1. Arrival and departure itinerary
2. Total hotel nights needed (especially if you plan to arrive early or stay later than the meeting dates)
3. Guests traveling with you
4. Dietary restrictions

Meeting Details

- **Meeting:** SIGGRAPH 2016 Unified Jury Meeting
- **Dates:** 31 March – 2 April
- **Location:** SmithBucklin Offices

330 N. Wabash Ave.
Chicago, IL 60611
Suite 2000, 14th floor Presentation Room

Hotel: [Kinzie Hotel](#)

Twenty West Kinzie
Chicago, IL 60654
[\(312\) 395-9000](tel:3123959000)

TRANSPORTATION

The hotel /meeting location is about 13 miles from Midway International Airport and about 16 miles from O'Hare International Airport. There are multiple transportation options available.

1. Trains

From O'Hare International Airport:

Take the Blue Line subway towards Forest Park. Exit the Blue Line at Clark/Lake Station. Head east on Lake Street toward Garvey Court. Turn left onto Dearborn Street. Follow Dearborn Street three blocks to Kinzie Street and turn right. Kinzie Hotel will be on the left. Cost: \$5.00

From Chicago Midway International Airport:

Take the Orange Line towards the Loop. Exit Orange Line at State/Lake Station. Head north on State Street and follow for three blocks to Kinzie Street. Turn left at Kinzie Street and Kinzie Hotel will be on the left. Cost: \$2.25

2. Taxi (estimated cost from O'Hare \$41.00, and from Midway \$35.00)

HOTEL RESERVATIONS

Hotel reservations will be made on your behalf based on your confirmed travel itineraries. Please note that you will only be responsible for your incidentals and any additional room nights; room and tax charges will not be posted to your bill for the approved nights. Please contact cstark@smithbucklin.com for approval if you need to extend your stay.

TRAVELING WITH GUESTS

Guests may join authorized travelers at SIGGRAPH meetings, but you and/or your guests are responsible for additional expenses such as airfare, meals, and any incremental room charges for double or additional occupancy. See attached Expense Policy for more information. Please inform Conference Administration at cstark@smithbucklin.com if a guest will be attending with you at least one week prior to the meeting, so meals can be arranged appropriately.

TENTATIVE MEETING AGENDA

Thursday, 31 March

- Arrivals morning
- Meeting 4 - 6:30 pm
- Dinner 7 - 9 pm

Friday, 1 April

- Meeting 8 am - 5:30 pm
- Dinner 6:30 - 8:30 pm

Saturday, 2 April

- Meeting 8 am - 6 pm
- Dinner 7 - 9 pm
- Departures evening

Sunday, 3 April

- Departures morning

Authorized Travelers

The following individuals are authorized to arrive on Thursday, 31 March 2016 by 2 pm and can depart on Saturday, 2 April 2016 any time after 7 pm.

FIRST NAME	LAST NAME		FIRST NAME	LAST NAME
Akshay	Agarwal		Douglas	Lanman
Ginger	Alford		Michael	Lentine
Craig	Barnes		Belen	Masia
Elizabeth	Baron		James	Miller
Adam	Bruce		Gavin	Miller
Jenny	Dana		Glo	Minaya
Gerry	Derksen		Tabitha	Peck
Gavin	Doherty		Ken	Perlin
Jerry	Edsall		Kristy	Pron

Mark	Elendt		Denise	Quesnel
Steven	Feiner		Brittany	Ransom
Mashhuda	Glencross		Maryann	Simmons
Peter	Hall		Makai	Smith
Jeff	Han		Alex	Vasilescu
Masahiko	Inami		Greg	Ward
Ali	Israr		Gordon	Wetzstein
Thomas	Jennings		Turner	Whitted
Jim	Kilmer		Chris	Wyman
	*OPAL			

Travel and Expense Policies

This serves as an official document that allows you to be reimbursed for expenses incurred and contains information regarding travel specifics and policies. SIGGRAPH values its volunteers and contributors and endeavors to make your travel as simple as possible while incurring minimal, if any, expenses out of your own pocket. Please read and follow the instructions below. If you have any questions, please contact Cindy with Conference Administration at cstark@smithbucklin.com.

LIMITATIONS

SIGGRAPH will reimburse round-trip domestic airfare up to \$600 and international airfare up to \$1,200. Please remember to book your own flight, rather than use a travel agency to avoid additional costs, as SIGGRAPH does not reimburse for travel agency fees. If your itinerary prices out to an amount greater than the above, please contact cstark@smithbucklin.com prior to purchasing your ticket.

EXPENSES

SIGGRAPH will reimburse travel expenses prior to the meeting if we receive an electronic receipt that includes your name, itinerary and dollar amount via email to expenses@siggraph.org. In the email, please be sure to include the address to which you would like your reimbursement mailed. Scanned copies of all receipts for expenses should be emailed with a signed Expense Report Form to expenses@siggraph.org within 30 days of the meeting. Expense reimbursement checks will be sent to the address indicated by you on the form.

To help defray costs, please consider asking your company/affiliation to cover all or a portion of your travel costs. For their support, your employer will receive recognition on the SIGGRAPH 2016 website and on-site acknowledgement signage. Please let us know as soon as possible if your company/affiliation are willing to help

cover some of your travel costs.

I look forward to seeing you at the SIGGRAPH 2016 Unified Jury.

Thanks and Best Wishes,

Mashhuda Glencross

SIGGRAPH 2016 SIGGRAPH General Submissions Chair

Kiersten Stokes

SIGGRAPH 2016 Conference Administration



S2016 Expense Report Form.xls

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