

REGIONS 12 and 14



January 13 and 14, 2012 • Sydney, Australia

HOTEL

The Menzies, Sydney

14 Carrington Street • Sydney NSW 2000 • Phone: 02-9299-1000

ROOM RESERVATIONS

Room rate: \$150 AUD per night (\$145 USD per night) plus applicable taxes

In order to receive the discounted room rate, you must make your own hotel reservation by December 15, 2011. To make reservations, call 02-9299-1000 or email h2977-re@accor.com. Let the reservation agent know you are attending the Toastmasters International meeting, and reference group code 12 01 13 TMI.

MEALS

Breakfast and lunch will be provided on both training days.

TRAVEL

World Headquarters reimburses travel costs (air, bus, train or mileage if driving) as outlined in [Policy 8.3](#).

DRIVING

If you drive to the meeting, you will receive mileage reimbursement at 0.555 cents (USD) per mile, not to exceed the amount of the lowest airfare rate. You must provide a supporting document from a source such as [Mapquest](#) or [Google Maps](#) when submitting your reimbursement form.

AIRFARE

If you would like to use a local travel agency or website to make your airline arrangements, you are welcome to do so. To be reimbursed, complete a travel reimbursement form and send it along with a copy of your airfare receipt to aluther@toastmaster.org.

You may also book your flight using Toastmaster's official travel management provider, Ultramar. Please contact our dedicated Ultramar agent, Nury Scala, directly by email at nury.scala@ultramartravel.com or by phone at 800-532-4042, extension 284. When contacting Ultramar, please provide your travel dates, departure airport and any other preferences regarding your itinerary.

*For full reimbursement, airline reservations must be made **no later than 21 days prior** to your departure date, December 21, 2011.*

AIRPORT/SHUTTLE

The hotel is 12 kilometers (eight miles) from Sydney's Kingsford Smith International Airport. Ground transportation arrangements can be made in advance through Airport Connect www.airportconnect.com.au. Airport Connect fees are \$14 per person one-way and \$20 per person round trip. Taxi service is also available for approximately \$40 during non peak times and \$60 during peak times.