District Leader Mid-year Training

The information here is for your reference only. As a district governor or lieutenant governor, you must register through the email invitation sent on November 15 from Toastmasters International (**Invitation@signup4.net**). Click on the link in the email to RSVP and book your hotel and air reservations through the online registration tool. If you did not receive this email invitation, please contact Trisha Pollock at **tpollock@toastmasters.org**. Thank you and we look forward to seeing you in January!

Regions 8 and 11

January 16–18, 2014

Tampa, Florida

Hotel

Embassy Suites Tampa – Airport/Westshore
555 North Westshore Boulevard
Tampa, Florida, 33609
Phone: +1 813-875-1555

Check-In: 3 p.m. / Check-Out: 12 p.m.

Cancellations must be made 48 hours prior to arrival to avoid the first night's room and tax. All late cancellations and no-shows will be charged to your credit card.

Schedule-at-a-Glance

THURSDAY	FRIDAY	SATURDAY	SUNDAY
Travel Day	7 a.m. Breakfast	7 a.m. Breakfast	Departures
	8 a.m. to 5 p.m. District Leader Training	8 a.m. to 5 p.m. District Leader Training	
	6 p.m. Dinner	Evening Departures	

Dress

The attire for District Leader Training is business-casual.
Men: slacks, khakis and golf shirts are acceptable
Ladies: slacks, skirts and dresses are acceptable

Meals

Breakfast and Lunch will be provided on both training days. Dinner will be provided on Friday evening.

Transportation to/from the airport

Complimentary airport shuttle is available to/from the hotel. Upon arrival, after you collect your luggage, call the hotel +1 813-875-1555, and a representative will arrange to pick you up. Look for a big white van with a green Embassy Suites logo on the side. For your departure the shuttle leaves every 30 minutes. Please check-in at the front desk 10-15 minutes prior to departure to ensure your spot.

Directions from Tampa International Airport:

Take the airport exit to Spruce Street. Take Spruce Street to the 2nd light, Westshore Boulevard. Turn right. Go to the 5th light. Hotel is located on the left-hand side at the corner of Gray Street and Westshore Boulevard.

Distance from hotel: 2 miles
Drive time: 7 minutes

Parking

Self-Parking - Complimentary

Airline Reservations

Toastmasters International will pay for air travel at the lowest round-trip rate when booking through the registration website. If you didn't receive an invitation to register please email tpollock@toastmasters.org.

You must book your tickets no later than 21 days prior to your departure date. Once you submit your air request, Worldview Travel will contact you within 48 hours with an airline itinerary for you to review. Please approve or make changes to your itinerary within 24 hours or the reservation will be forfeited.

Driving

If you drive to the meeting, you will receive mileage reimbursement at $0.565 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. If you carpool, only the driver will submit an expense reimbursement request.

Reimbursement Procedures:

World Headquarters reimburses travel costs as outlined in Policy 8.3: District Leader Expenses. If you require reimbursement, please complete the District Leader Travel Reimbursement Form, include a copy of your itinerary and receipts or mileage documentation and submit to districts@toastmasters.org within 30 days of the event.

Questions regarding hotel or online registration:

Trisha Pollock
Meeting Planner
tpollock@toastmasters.org
+1 949-858-8255 ext. 297

Questions regarding Travel:

Worldview Travel
toastmasters@worldviewtravel.com
+1 714-619-8840
Hours: 7 a.m. to 5:30 p.m. PST

Questions about reimbursements:

districts@toastmasters.org
+1 949-858-8255 ext. 405