

**GBHI Annual Conference 2023 & Co-Hosted Alzheimer's Association  
International Conference (AAIC) Satellite Symposium  
Mexico City | May 15 – 19, 2023**

**Logistical Guidelines for GBHI-Sponsored Guests**

**VENUE & ACCOMMODATIONS**

Accommodations have been booked for your **suggested travel dates (see your invitation letter)** at the Hyatt Regency Mexico City. Bed and breakfast will be paid for by GBHI. Any other dates outside of the meeting timeframe must be booked and paid for privately. Please contact [events@gbhi.org](mailto:events@gbhi.org) with any special circumstances.

[Hyatt Regency Mexico City](#)

Campos Eliseos No. 204 Polanco Chapultepec. Mexico City, Mexico, 11560  
+52 55 5083 1234

**AIR TRAVEL**

GBHI will cover reasonable economy class roundtrip airfare from your point of origin (i.e., Dublin, San Francisco, or another hometown) to Mexico City. Below are instructions on how to book flights:

**1) UCSF-based faculty, fellows, and staff. And other non-UCSF/non-Trinity based invited guests, such as 2021 cohort and GBHI partners**

**UC Travel Center** will assist you with your air travel reservations (inclusive of travel insurance). In order for your travel to be directly billed to GBHI, please email the below required information to Sonia Johnson-Medina, [sjohnson-medina@finance.ucla.edu](mailto:sjohnson-medina@finance.ucla.edu). Or you may book online via [UC Connexus](#) - speedtype **MNEGBHIAC**.

**Air Travel Information:**

1. Full name as shown on passport (Last Name/First Name /Middle Name):
2. Date of birth (mm/dd/yyyy):
3. Gender:
4. Cell phone number:
5. Email address of traveler:
6. Frequent flyer number (if applicable):
7. Seat preference (not guaranteed):
8. Global Entry/Known traveler number (if applicable):
9. Preferred departure date and time: **(see invitation letter for suggested travel dates)**
10. Departure city:
11. Preferred return date and time:
12. Returning city:

**2) Trinity-based faculty, fellows, and staff only**

**Club Travel** will assist you with your air travel reservations. In order for your travel to be directly billed to GBHI, please book flights through Lisa Alsybury at Club Travel. Contact Lisa via email [lisa.alsybury@clubtravel.ie](mailto:lisa.alsybury@clubtravel.ie) or by phone at 01 6080000.

Once you have selected your flight options with Lisa, please ask Elaine Cristina Oliveira at [OLIVEIEC@tcd.ie](mailto:OLIVEIEC@tcd.ie) to raise a purchase order (PO) for your chosen flight. Please include “2023 GBHI Annual Conference Mexico City – Your Name” in the email subject line and copy [events@gbhi.org](mailto:events@gbhi.org).

In order to comply with the University's procurement policies, it is very important that you forward Elaine the full list of flight options you receive from Club Travel and that the 'Trip Number' is visible. Please ask Elaine to charge the cost of your flight to the GBHI Project Code for Annual Conference, which is 1591.13833.205486.

**Important:** If you choose to travel on dates other than those specified in the invitation letter (i.e., stay privately before/after), then you must request quotes for both the dates mentioned in the letter, as well as your preferred travel dates. If your preferred travel dates cost less or the same as travelling on the suggested dates, that would be acceptable; however, you must pay the difference if your flight is more expensive.

**All flights must be booked by Friday, February 24, 2023. Please forward your confirmed flight itinerary to [events@gbhi.org](mailto:events@gbhi.org).**

## TRANSPORTATION TO MEETING

Transfers from the airport to the hotel and back should be arranged by the participants (save your receipts to submit for reimbursement).

## VISA REQUIREMENTS

We strongly encourage that you check the latest visa and travel requirements to Mexico with your local Embassy/Consulate as soon as possible and ensure your passport is valid at time of entry.

[Nationals of the European Union, the United States, and many other countries](#) are eligible for a visa waiver and are **not required to obtain a visa** to visit Mexico for leisure and/or business trips of 180 days or less. In addition, foreign visitors who, regardless of their nationality, have a valid permanent resident card from Canada, Chile, Colombia, Japan, Peru, the United States of America, the United Kingdom or any of the countries comprising the Schengen Area, do not require a Mexican visa.

[List of countries that require a visa to travel to Mexico.](#) If you require a visa, please contact your nearest Mexican Consulate immediately. GBHI can provide a visa application support letter to help facilitate process. Please contact [events@gbhi.org](mailto:events@gbhi.org) well in advance.

## REIMBURSEMENT

GBHI will only pay for travel related to the **GBHI Annual Conference 2023** held on May 15 – 19, 2023. All personal travel deviation, extended stays and subsequent costs are the travelers' responsibility.

Please **keep all original itemized receipts** and follow established university's reimbursement protocols to be reimbursed for travel-related expenses upon completion of the event. Most meals will be provided at the meeting, including breakfast.

- **Eligible expenses:** visa fees, poster printing, meals (when not provided), transfers to/from local airport.

- **Ineligible expenses (not reimbursable):** airplane Wi-Fi charges, international phone plans, alcoholic beverages at non-GBHI sponsored events (i.e. individual meals).
- **Itemized receipts** must show payment date and the last 4 digits of the credit card used. Cash payment will still require a receipt; it should show payment method as 'cash' or a zero balance.

Read more about [Travel Policy Guidelines](#).

## TRAVEL INSURANCE

### 1) UCSF-based fellows, faculty, and staff, as well as 2021 cohort and GBHI partners:

Trips booked through the **UC Travel Center** are automatically registered in the Worldcue System and the traveler will be emailed an insurance card that is only valid if the trip is for UC business. For complete details, please visit the UC Risk Services Travel Insurance webpage by [clicking here](#).

Remember to **complete your profile in [Worldcue](#)** or via the welcome email (new travelers). Completion of your profile is a crucial step in assuring your safety throughout your trip. The failure to enter this information may result in communication delays or difficulties in the event of an emergency. Remember, travel must be registered under the traveler's email so that the traveler can receive this emergency information directly.

### 2) Trinity-based fellows, faculty and staff:

Please ensure you have adequate insurance before traveling to Mexico. Please register with the [Trinity Travel Insurance Programme](#).

## HEALTH INFORMATION

Protocols related to COVID-19 will be in place to ensure that this event follows the local public health guidance. GBHI requires that all attendees are fully vaccinated. If there are any medical or access reasons why you aren't fully vaccinated, please contact Carmen Hart ([events@gbhi.org](mailto:events@gbhi.org)). Details will be shared in the communications to come.

## MEETING SUPPORT

For program information and special travel or dietary needs, you may contact us at [events@gbhi.org](mailto:events@gbhi.org). For the latest updates, please visit the [conference webpage](#).

**General Resources:** Participants are advised to check the following websites closer to the event date:

- [U.S. State Department Advisory](#)
- [Ireland Department of Foreign Affairs](#)
- [Mexico Tourist Board](#)
- [Tourist Guide to Mexico City](#) (English and Spanish)
- [COVID-19 Government Page](#)