



## GBHI Gathering for Atlantic Fellows for Equity in Brain Health from the 2019 and 2020 cohorts

July 12-16, 2023 | Amsterdam, The Netherlands

### Logistical Guidelines

#### PROGRAM

Your participation and attendance are requested for the following:

- July 12-14: GBHI program
- July 15: AAIC ISTAART Professional Interest Area Day
- July 16: Alzheimer's Association International Conference (AAIC) opening day

#### VENUE & ACCOMMODATIONS

GBHI will secure your accommodations for the duration of the gathering from July 11-17 (six nights) at the Hotel Casa Amsterdam. Bed and breakfast will be paid for by GBHI. Any other dates outside of this time frame must be booked and paid for privately. Please contact [events@gbhi.org](mailto:events@gbhi.org) with any special circumstances.

##### [Hotel Casa Amsterdam](#)

Eerste Ringdijkstraat 4, 1097 BC, Amsterdam

Phone: +31(0)20 665 1171

#### AIR TRAVEL

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

##### 1) Atlantic Fellows from 2019 and 2020 cohorts & Invited UCSF-based faculty and staff

**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).

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:

**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 traveling on the suggested dates, that would be acceptable; however, you must pay the difference if your flight is more expensive.

## 2) Trinity-based faculty 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 email the below required information to Lisa Alsybury, [lisa.alsybury@clubtravel.ie](mailto:lisa.alsybury@clubtravel.ie).

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 Gathering Amsterdam – 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 this special gathering, which is 1591.13833.205486.

**All flights must be booked by Thursday, March 30, 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 whether you indeed require a visa to travel to The Netherlands as soon as possible. We recommend you to check on [this platform](#) if you require a visa or not.

For exact information on which countries do NOT require a visa please see [more information here](#).

Please consult the Netherlands' Embassy or Consulate in your home country to obtain full information concerning your personal case. You need to apply for Schengen travel visa (Tourist Visa C).

To request a **visa application support letter**, please email [events@gbhi.org](mailto:events@gbhi.org) as early as possible.

## REIMBURSEMENT

GBHI will only pay for travel related to the **GBHI Gathering** held on July 12 – 16, 2023. All personal travel deviations, 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, 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. Non itemized card confirmations of payments will not be accepted.

## TRAVEL INSURANCE

### 1) Atlantic Fellows from 2019 and 2020 cohorts & UCSF-based faculty and staff

**All travel booked using UC Travel Center on Connexus will automatically be registered if the trip is for UC business.** Coverage is provided at no cost to eligible University travelers. However, accurate information on your travel plans is needed in order to deliver the services and protections the travel insurance policy offers. Employees using other booking methods must register their travel plans prior to departure: [Register for travel insurance online here](#). Important: You will be prompted to print a confirmation of coverage card after registering. The card contains contact information to help travelers obtain services. Please do not forget to print this card.

Remember to **complete your profile in [Worldcue Traveler](#)** or via the welcome email (new travelers). Once you register for travel insurance, you will be provided a link to set up a traveler profile. You can fill out emergency contact information and add additional email addresses to receive alerts at this link. If you have already enrolled in Worldcue Traveler and need to access your account, click [HERE](#). Your email address will be your user name.

### 2) Trinity-based faculty and staff

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

## HEALTH & COVID CARE INFORMATION

Health protocols related to COVID-19 will be in place to ensure the safety of the community and that this event follows the local public health guidance. 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 [event webpage](#).

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

- [Ireland Department of Foreign Affairs](#)
- [U.S. State Department Advisory](#)
- [Coronavirus Covid-19 Government Page](#)
- [I Amsterdam official guide](#)