

Opportunity Online New York Summit Flight Request Form



*Please fill out this form for **each** person attending from your library.*

You may request your airline reservations by completing this form and emailing to airtravel@experient-inc.com or you may prefer to expedite your reservation by calling the Experient Travel Desk at 800-323-6222 (Monday – Friday, 8:00 a.m. to 5:00 p.m. CDT).

The Experient Travel Desk will prepare your custom itinerary based on the information provided. You will receive the itinerary via e-mail from airtravel@experient-inc.com. Please be sure this address is not recognized as spam. You must respond to Experient within 24 hours of receipt of the proposed itinerary to confirm or make changes. Airfares are not guaranteed until ticket issuance.

It is important to know that Experient will not issue a ticket unless the traveler confirms the proposed itinerary. The traveler must also contact Experient within 24 hours of receipt to confirm the itinerary for ticketing. The airlines will automatically cancel the reservation if not ticketed within the allotted time period (24 hours). Experient will follow-up with a phone call if the attendee does not contact them. Please know the airfares and schedules are not guaranteed until ticketed.

Please refer to the electronic ticket as your final travel itinerary. **DO NOT** refer back to this registration web site as final travel confirmation. Once you have confirmed your travel reservation with a credit card, Experient will email a final ticketed confirmation to you.

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Please return this form at your earliest convenience, but no later than **April 29, 2009**

General Information:

<p>Participant Name (as it appears on your photo ID or passport): _____</p> <p>Library: _____</p> <p>Title: _____</p> <p>Mailing Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____ E-mail: _____</p>	<p>Please indicate any special dietary needs:</p> <p>Diabetic</p> <p>Low Fat</p> <p>Vegetarian</p> <p>Vegan</p> <p>Shellfish Allergies</p> <p>Low Salt</p> <p>Other: _____</p>
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Flight Information:

Home airport: _____	Frequent flier number (s): _____
Departure date & time: _____	Seating Preference (aisle or window): _____
Return date & time: _____	Special requests: _____
Preferred carrier: _____	
<p>NOTE: We will try to accommodate your requests, but we will book your travel based on the Summit's travel policy of securing the lowest airfare for a reasonable itinerary that meets the arrival and departure time guidelines associated with this summit.</p>	