

May 2017 JANNAF Meeting

DoD Travel and Registration Guidelines

This document provides guidance for those in DoD planning to attend the May 2017 JANNAF meeting in Kansas City. Please follow these guidelines when making your travel arrangements and registering for the meeting.

Travel Guidelines

1. Use the least expensive air fare option when making airline reservations.
2. To/from home airport, carpool to the maximum extent possible (POV or rental car).
3. No rental cars at Kansas City MO (restaurants in walking distance from the Westin). Use Super Shuttle (<http://group.supershuttle.com/group-page/jannaf-may-meeting/>) or similar recommended between airport and hotel. There are multiple pricing options with Super Shuttle depending on number of travelers. Utilize the provided link to reserve at the JANNAF discounted rates:
 - \$30 round trip/person for shared-ride service, OR
 - \$36.50 each way for non-stop service to/from the hotel for up to 3 people travelling together
4. Must show Government Employee I.D. at check-in to confirm eligibility for the Government rate.
5. Request a Tax Exempt form upon check-in for your room charges to be tax exempt (there will still be a \$1.70 Kansas City MO city tax you can't avoid, regardless).

Registration Guidelines

1. DoD military and civilians who plan to attend this event must contact Drew DeGeorge, member of the JANNAF Executive Committee from the Air Force Research Laboratory in China Lake, CA, for attendance allocations to ensure we are consistent with the conference approval threshold. Email Drew at drew.degeorge@us.af.mil.
2. While awaiting DoD approval of the meeting, interested DoD attendees are strongly encouraged to obtain a JANNAF Secure Portal account now (registration pre-requisite) and then register for the meeting by completing the Registration Questionnaire. These steps do not require travel or training office approval since they do not include a financial commitment. Payment of the registration fee may be completed as soon as permitted. Go to <https://www.jannaf.org/mtgs/2017May/pages/registration.html> for instructions and links.