

# 2023 Educare Learning Network Meeting

To help distinguish the payment coverage methods for Network Meeting attendees, we've segmented our audience into two different registration "types" which you will see defined below and throughout the policies on our website. If you have any questions about which category your registration falls under, please don't hesitate to contact us at [support@educarenetwork.org](mailto:support@educarenetwork.org).

## Expenses paid attendees:

- Up to **three staff members** per Educare school, plus **one parent/caregiver** (NOTE: If a parent/caregiver is unable to attend, the registration slot is not transferrable to another staff member)
- Steering Committee members
- Two Learn Shop speakers per approved session

## Non-expenses paid attendees:

- Local Evaluation Partners
- National Evaluation Partners
- Funders, philanthropists, boards of directors, guests
- Approved Learn Shop speakers beyond the two expenses paid speakers covered by the Network
- Any Educare school staff beyond the three plus one parent/caregiver covered by the Network

## Accommodations

### **New Orleans Marriott**

555 Canal Street

New Orleans, LA 70130

Cancellations must be made 72 hours prior to date of arrival by contacting us at [support@educarenetwork.org](mailto:support@educarenetwork.org). Be advised that cancellation of individual reservations made up to 72 hours prior to arrival will be accepted and the deposit refunded for those rooms for the full night's stay. Failure to cancel reservation will result in a no-show fee billed to the Educare Learning Network.

**Expenses paid attendees:** The Educare Learning Network will reserve rooms and cover the cost for the room rate plus tax for up to 3 nights (May 1-3). A credit card for incidentals will be requested by the hotel upon check-in and all incidentals charged to the room will not be covered by the Network. Confirmation emails will come directly from the hotel. If additional hotel nights are needed for full participation in the meeting, please let us know at the time of registration.

**Non-expenses paid attendees:** Reservations will need to be made online or by calling the hotel at (504) 581-1000 to request a room in the Educare Learning Network block. A credit card will be required at the time of booking. The rate at the New Orleans Marriott is \$229 per night plus tax. **The deadline to book online at the Marriott has passed. Please reach out to us at [support@educarenetwork.org](mailto:support@educarenetwork.org) for accommodations support.**

## Travel

### Air Travel

**Expenses paid attendees:** The Network will reimburse those designated as expenses paid attendees for airfare expenses. Airfare arrangements must be completed through each individual organization at least **60 days** prior to the travel date. All flights must be booked in economy class. Please keep all receipts on file for reimbursement after the event concludes. Airfares greater than \$600 must be approved before purchase by contacting [support@educarenetwork.org](mailto:support@educarenetwork.org).

NOTE: The Network will not cover the cost of baggage fees or incidental expenses when flying and will not cover additional ground transportation expenses.

**Non-expenses paid attendees:** Air travel costs will not be reimbursed.

### Ground Travel

**Expenses paid attendees:** The Network will reimburse expenses paid attendees if they travel to New Orleans by car or train. There will be a mileage reimbursement of \$0.62 per mile, up to \$500. For participants traveling by train, fares greater than \$500 must be approved before purchase by contacting [support@educarenetwork.org](mailto:support@educarenetwork.org).

**Non-expenses paid attendees:** Ground travel costs will not be reimbursed.

## SUBMITTING REIMBURSEMENT

The Educare Learning Network will reimburse each school for airfare, train or driving expenses to New Orleans at the conclusion of the meeting for those designated as *expenses paid attendees*. The **reimbursement form**, along with receipts (which **must include proof of payment**), should be submitted no later than 30 days after the event.

## Local Transportation

The Network will not cover the costs of local transportation.

Taxi and ride share fares to/from the New Orleans Airport to/from the Marriott cost about \$40-\$50, depending on the time of day.

For a full list of ground transportation options from Louis Armstrong New Orleans International Airport (MSY), [\*\*visit their website\*\*](#).

## New Orleans Marriott Parking

The Network will not cover the cost of parking at the Marriott. Valet parking is available; please contact the hotel at (504) 581-1000 for more information about parking.