



## Advancements in Cardiovascular Care

Fellows Course • August 17, 2023



# Welcome

Thank you for your interest in the Pre-Conference Fellows Course at the 2023 Texas Cardiovascular Innovations Conference. Please take a moment to review the scholarship guidelines below.

The Pre-Conference Fellows Course scholarship includes a roundtrip coach-class airline ticket, 3-night hotel accommodations in San Antonio, TX and ground transportation to and from the airport. Once approved, Fellows should follow the instructions below to book travel to and from the Conference.

## Airline Travel

- Once approved, Scholarship Recipients will be sent a link via email with instructions on arranging air travel to and from San Antonio.
- Approved participants must purchase their own airline ticket using the link provided by Antidote. You will be reimbursed post-conference after all attendance requirements have been met.
- No international flights or travel will be reimbursed, unless approved prior to purchase by Antidote.
- Airfare in excess of \$550.00 will require prior approval by Antidote.
- Participants must book the flight offering the lowest fare.
- Please plan your inbound flight to arrive anytime on Thursday, August 17<sup>th</sup> prior to 2:00 pm.
- Return flights should be scheduled for departure on Sunday, August 20<sup>th</sup>.
- Reservations must be made a minimum of 30 days prior to the start of the course. Reservations made after this date are subject to approval.

## Hotel Accommodations

- Hotel room and tax will be covered by the course for 3 nights:
  - Thursday, August 17<sup>th</sup>
  - Friday, August 18<sup>th</sup>
  - Saturday, August 19<sup>th</sup>
- Additional nights will be billed to your personal credit card and are based upon availability at the hotel. Please inform Antidote at your earliest convenience if you will require additional nights so the correct arrival and departure dates are reserved for you.
- You will be required to provide a credit card upon check-in to cover any incidentals or charges outside of the room and tax provided by the course.

- Hotel reservations will be made by Antidote upon acceptance to the course. Any other accommodations will not be reimbursed.

## Reimbursement Policy

- Upon conclusion of the Conference, the Fellows Reimbursement Form must be completed and sent with the original receipts outlined below.
- Please submit no later than 10 business days after the event, by Friday, September 1, 2023. Once the completed form and receipts are reviewed and approved, a check will be issued to the participant.
- The preferred method for processing your reimbursement is to submit the Reimbursement Form and receipts via email. Please complete and email to Karen Mariano; [kmariano@antidotecme.com](mailto:kmariano@antidotecme.com)
- The other option is to send via postal mail. If mailing, please address your reimbursement to the following:

Karen Mariano, Fellows Course Coordinator  
Antidote Education Company  
1905 21<sup>st</sup> Ave S  
Nashville, TN 37212

**Please note:** The Pre-Conference Fellows Course is being held in conjunction with the 2023 Texas Cardiovascular Innovations Conference (Texas-CIC). You must attend both the Thursday Pre-Conference Fellows Course and the Friday / Saturday Texas-CIC to receive reimbursement. Sign-in is **REQUIRED** at the Fellows Registration Desk each morning in order to confirm attendance. Travel expenses will not be reimbursed if the participant has not signed in each day and attended both the Pre-Conference Fellows Course and the Friday / Saturday Texas-CIC.

## Reimbursable Expenses

- Airfare booked through Antidote’s travel provider within guidelines stated above
- Airport transfers (taxi, uber or van services, not limousines), must supply original receipt
- Airport Parking at location of residence (if flying to event), original receipt must be submitted
- Train Ticket or Mileage to and from Conference (only if driving and no airfare is purchased)\*
- Self-Parking at Hotel (if driving)\*

## Non-Reimbursable Expenses

- Canceled flights and hotel room cancellation fees
- Extra fees related to earlier flights or missing confirmed flights
- Additional hotel night outside of the covered stay
- Long distance phone calls, movies from the hotel room, mini bar, room service or internet fees
- Spas or health club fees
- Meals outside of the provided breakfast, breaks and lunch as part of the training
- Limousine service or rental car
- Gas or Mileage if flying
- Baggage fees
- Taxis for personal use during your stay in San Antonio

\*Train, Mileage and Parking reimbursement not to exceed \$550.00 (airfare maximum)