

2024 Northwell Health Electrophysiology Fellows Course Scholarship Guidelines

The Northwell Health Electrophysiology Fellows Course Scholarship includes:

- Round-trip, Coach Airfare reimbursement (up to \$500.00 USD)
- Up to three nights hotel accommodations**
- Ground Transportation to & from the airport

****PLEASE NOTE:** The standard EP Fellows scholarship includes a 2-night stay at Encore at Wynn Las Vegas, with arrival on Wednesday, 1/17 & departure on Friday, 1-19 (to attend the EP Fellows course). You have the option to apply for a scholarship that will cover 3 nights hotel for you to attend all 3 days of the course, but you must attend all three days: Thursday / Friday EP Course, Friday Vascular Course , and Saturday Structural Course.

You will pick which scholarship you would like to apply for when you submit your application. A representative from Gaffney Events will inform you which scholarship you receive upon approval.

AIRLINE TRAVEL

- Approved participants must purchase their own airline ticket within 10 days of course approval to confirm participation. You will be reimbursed post conference up to \$500.00 USD after all attendance requirements are met.
- No international flights or travel will be reimbursed, unless pre-approved by the Course Directors.
- Please plan your inbound flight to arrive any time on Wednesday, January 17th (Note – hotel check-in time is 3:00 PM).
- Return flights should be scheduled for departure either on Friday, January 19th or Saturday, January 20th after 2 pm (dependent on scholarship awarded).

HOTEL RESERVATIONS

Hotel reservations will be made by Gaffney Events upon course acceptance. Any other accommodations will not be reimbursed. Hotel room, resort fee and tax will be covered for up to three nights only:

- Wednesday, January 17th
- Thursday, January 18th
- Friday, January 19th

Any additional nights will be billed to your personal credit card and are based upon availability at the hotel. *Please inform Gaffney Events at your earliest convenience if you require additional nights so the correct arrival and departure dates are reserved for you.* You will be asked to supply a credit card upon check-in to cover any Incidentals and/or additional hotel nights.

REIMBURSEMENT POLICY

Sign-in is **REQUIRED** at the Registration Desk each morning and afternoon to confirm attendance. Travel expenses will not be reimbursed if the participant has not signed-in each day and been in attendance all days. No expenses will be reimbursed without a copy of receipts. **PLEASE SAVE ALL RECEIPTS.** You will receive instructions post-conference on how to submit your reimbursement.

Approved Reimbursable Expenses	Non-Reimbursable Expenses
<ul style="list-style-type: none"> ○ Airfare expenses up to \$500.00 USD ○ Airport transfers (taxi, uber or van services, no 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 Symposium (only if driving and no airfare is purchased) ○ Parking at Hotel (If driving) 	<ul style="list-style-type: none"> ○ Cancelled flights and hotel room cancellation fees ○ Extra fees related to missing confirmed flights ○ Additional hotel nights 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 ○ Gas or Mileage if flying ○ Rental cars, Baggage fees ○ Taxis for personal use during your stay