



Travel Policies and Travel Parameters

Refill: AP Conference 2023

16-18 May 2023

Cheyenne Mountain Resort
3225 Broadmoor Valley Road
Colorado Springs CO 80906

All AP/OAP Attendees

Ticketing for Refill: AP Conference 2023 has begun. Please read this document in its entirety before booking airline tickets.

The AP Conference is held in Colorado Springs, Colorado. Book your airline tickets to arrive at the [Colorado Springs Airport \(COS\)](#). Ground transportation is provided from the Colorado Springs Airport only.

Travel Policies

- Read the General Travel Policy for All Travelers *and* your location-specific travel policy supplement before booking airline tickets. Links to these documents can be found on the Refill: AP Conference 2023 [website](#).
- Location-Specific Travel Policy Supplements documents:
 - United States, Canada, and India
 - Africa
 - Asia Pacific (all countries except India)
 - Europe (including the Republic of Ireland and the United Kingdom)
 - Other International Countries (Except India, Ireland, New Zealand and countries in Africa, Asia, Australia, Europe, and the United Kingdom)
- **International Travelers Only:**
 - **Apply for any required visa, ETA, ETSA or visa waiver** to travel to the United States.
 - Email events@bsfinternational.org to request a **letter of invitation**. Provide your full name and BSF position in the request.
 - **Book tickets after visa approval.**
- Airline tickets must be **booked according to the General Travel Policy and your location-specific travel policy supplement**. See the [event website](#) for these documents. If an alternative method is used to book tickets the full cost of the ticket is the traveler's personal expense and is not reimbursed by BSF.
- **Book your airline tickets according to the *approved* arrival and departure dates** (see below).
- **Want to travel outside the approved travel parameters?**
 - **Notify events@bsfinternational.org of your proposed plans *before* booking tickets.**
 - You are responsible for:
 - Any increase in ticket cost
 - Lodging and meals before / after the Event (except as outlined in the international jet lag policy)



- **Travelers using ATC Travel** (United States, Canada, India): **Email** reservations@atcmeetings.com **to book your tickets.** Please do not use the online booking tool.

Arrival / Departure Dates

- Schedule your **arrival** for Tuesday, May 16. Plan your arrival in time to join us for dinner at 6:00 pm Mountain time.
- **Arrival exceptions for International Travelers:**
 - Travelers from Brazil, Ecuador, and Peru: Your arrival may be scheduled for Monday if traveling from home directly to Colorado Springs.
 - Travelers from Africa, Asia, Australia, Europe, Republic of Ireland, New Zealand, and the United Kingdom: Your arrival may be scheduled for Sunday if traveling from home directly to Colorado Springs.
 - See the “Jet Lag Policy” in General Travel Policy for All Travelers for more information.
- Schedule your **departure** for Friday, May 19, 2023 (AP Conference concludes Thursday night).

Questions about the travel policies or arrival/departure dates? See the FAQs at <https://lead.bsfinternational.org/apconference2023/>. Email events@bsfinternational.org for questions not answered in the FAQs.