



Travel Parameters and Policies

Please read this document, the General Travel Policy for All Travelers, and your location-specific travel policy supplement in their entirety before booking airline tickets. Travel policies and the travel parameters can be found on the [Event website](#).

The **June 10-14, 2024 TL/AP Conference** is held at the Hilton Anatole, 2201 N. Stemmons Freeway, Dallas, Texas. Book your airline tickets to arrive at either [Dallas-Fort Worth International Airport](#) or [Dallas Love Field](#). Ground transportation is provided from both airports to the Hilton Anatole.

Approved Arrival/Departure Dates

- Schedule your **arrival** for Monday, June 10, 2024. Plan your arrival in time to join us for dinner at 6:00 pm Central Daylight Time.
- **International Travelers Arrival Exception:**
BSF provides one or two nights of lodging and meals (per diem) at the Hilton Anatole *if traveling directly from your home country to Dallas*. This provision allows for **jet lag recovery** before the event begins. The General Travel Policy includes more information about this jet lag policy.
 - **One day recovery:** Travelers arriving **from South America**: Your arrival may be scheduled for Sunday.
 - **Two days recovery:** Travelers arriving **from Africa, Asia, Australia, Europe, Ireland, Middle East, New Zealand, and the United Kingdom**: Your arrival may be scheduled for Saturday.
- **All Travelers:** Schedule your **departure** for Friday, June 14, 2024. Early morning flights are acceptable.
 - Note: The TL/AP Conference concludes Thursday night at approximately 8:30 pm. No sessions are scheduled for Friday.

Traveling 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
 - Booking and paying for any lodging and meals before/after the approved arrival/departure dates outlined above.
- **Travelers using ATC Travel:** Email reservations@atcmeetings.com to book your tickets if booking tickets to arrive before or depart after the Event. Please do not use Deem online booking to book tickets.

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 role in the request.
 - **Book tickets after visa approval.**



- See the above arrival exceptions for international travelers before booking your airline tickets.

Travel Policies

- Travel policies can be found on the [Event website](#).
- First, read the General Travel Policy for All Travelers
- Then, read the location-specific travel policy supplement for your home country:
 - United States and Canada
 - Africa
 - Asia Pacific: Australia, China, Hong Kong, Indonesia, Japan, Korea, Malaysia, Myanmar, New Zealand, Philippines, Singapore, Taiwan, Thailand, Vietnam
 - Other International Countries: Europe, India, Ireland, Middle East, South America, United Kingdom
- Finally, **book your airline tickets** *according to the travel policies and to the approved arrival and departure dates listed above.*
- Note: 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.

Questions about the travel policies or arrival/departure dates? See the FAQs on the [Event website](#). Email events@bsfinternational.org for questions not answered in the FAQs.