



Consortium for International Management, Policy and Development
777 North Capitol Street, NE, Suite 550 - Washington, DC 20002

11TH INTERNATIONAL CONFERENCE

**Priorities for the Future: Good Governance, Health
and Safety, Social Justice and Economic Equity**

GABORONE, BOTSWANA, — JUNE 25-28, 2018

PERSONAL INFORMATION FORM - 2018

Please complete the information and **submit this form by April 16, 2018. Submit the form by e-mail to cimpad97@gmail.com.** If you prefer, the form may be mailed to: CIMPAD, Inc., P.O. Box 485, Stowe, VT 05672
The information requested is required and necessary in order to purchase your airline transportation and secure hotel accommodations. For additional information contact John Saunders - 202-262-1466 -- jesaundersiii@gmail.com or Esther Langston e-mail esther.langston@unlv.edu (702) 458-3618 – Cell 702 4916218.

(Please Type or Print)

PASSENGER INFORMATION

Dr. Mrs. Ms. Mr. (Circle One) _____
First Middle Initial Last

MAILING ADDRESS _____
Street City State Zip

E-mail Address: _____

TELEPHONE: Home: () _____ - _____ Business: () _____ - _____ Fax: () _____ - _____

NON SMOKER SMOKER SINGLE ROOM DOUBLE ROOM-/Roommate _____

Frequent Flyer Nbr: _____ Frequent Flyer Airline: _____

TRAVEL TO NEW YORK JOHN F. KENNEDY AIRPORT - JFK: You are responsible for your travel to New York [JFK] for departure on South African Airways. After you have registered, you will receive instructions on date and time to arrive at JFK for departure as well as date and time to book your return flight to your home airport. You will be sked to submit that information to CIMPAD to insure coordination of flight travel.

PASSPORT INFORMATION: (You must have a Passport that is valid for at least six months beyond the dates of the trip and a minimum of 5 blank pages)

NAME (As shown on passport): _____
First Middle Initial Last

BIRTH DATE: _____ PLACE OF BIRTH: _____

CITIZENSHIP: AMERICAN OTHER: _____

PASSPORT NUMBER: _____ PLACE OF ISSUE: _____

DATE OF ISSUE: _____ DATE OF EXPIRATION: _____

AIRLINE TICKETS: Please indicate if you will travel with the group or if you desire to purchase your airline transportation to Botswana independently.

Purchase my ticket for group travel. I will purchase my air travel independently.



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IN CASE OF EMERGENCY PLEASE NOTIFY (Do not list someone who is traveling with you).

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

TELEPHONE: Home: () _____ - _____ Business: () _____ - _____ Fax: () _____ - _____

E – mail Address: _____

HEALTH INFORMATION (OPTIONAL)

Medical Condition and medications: _____

Allergies: _____

Special Needs: _____

Doctor's Name: _____ **Telephone (_____)** _____

I have verified the above information and certify that it is correct and accurate.

Signature

Date

Printed Name

Terms and Conditions

1. INCLUDED IN THE CONFERENCE/TOUR PRICE

Round trip air fare from New York JFK Airport, transfers, hotel accommodations, hotel tax, service charges, baggage handling, breakfast daily, additional meals as listed in the itinerary, sightseeing and services of multi-lingual English speaking tour guide, when needed.

2. PASSPORTS, VISAS AND TRAVEL PERMIT(S)

All travel documents are the responsibility of the passenger. A valid passport with at least 6 months validity after the date of travel is required. You are responsible for checking with the appropriate consulates and respective authorities as visas and/or vaccinations may be required. Since January 1, 2007, all nationals (U.S. and foreign) are required to hold a valid passport to enter or re-entering the United States through airports and seaports. This passport requirement means that birth certificates and other government issued I.D. are no longer an acceptable proof of citizenship. Note that our agents cannot be expected to know



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all documentation requirements for your trip. No refunds will be entertained for passengers who cannot embark on an aircraft due to incomplete documentation such as lack of passports or visas or affidavits for minors traveling alone or with only one parent. Keep in mind that entry requirements may vary for US-Citizens and Non US-Citizens. Airport departure and entry fees/taxes are not always included in the airline ticket. This may be required to be paid at your visiting destinations.

3. TRAVEL INSURANCE

Travel insurance is highly recommended. Travel insurance is an optional / not-mandatory item. Such coverage may include trip cancellation, interruption, medical emergency, etc. You are responsible for selecting a travel insurance provider if you desire coverage for your trip. A variety of travel insurance quotes can be found at <http://www.travelinsurance.com/>

4. PAYMENTS

We accept agency checks and most of all major credit cards issued in the US and Canada. Please note all prices are reflected in US dollars. The fact that we allow clients to pay in parts is irrelevant to these terms and conditions. The obligation for the client to us is the whole amount of the booking at the time of booking regardless how much of the booking has been paid to us. Cancellation policy apply to those who pay in parts as well, please see CANCELLATIONS.

5. TRAVEL TICKETS AND SHIPPING OF TRAVEL DOCUMENTS

Most of our services are ticket less. Allow 2 - 3 business days after full payment is processed to receive a final confirmation email with attached travel vouchers. Certain airline tickets cannot be provided in the form of a ticket less voucher and need to be issued as hard paper copies. In those cases, we will FedEx your hard copies approximately 30 days before departure. Delivery addresses must be street addresses. No P.O. boxes will be accepted. Mailing fees apply. We will add the appropriate shipping charges to the cost of the trip. Please note: additional fees apply for Saturday, early morning delivery or other situations. Additional fees apply for international shipping as well. Passengers are responsible of informing of any changes/corrections to their address. CIMPAD, Inc. is not responsible for travel documents delivered to the wrong address and therefore being lost or stolen.

6. NAME CHANGES

Names on reservations must match the information included in your passport(s). You are responsible for providing us with your legal first and last names as they are shown on your passport. Once your package is processed, name changes are NOT allowed. Airlines and other providers do not allow name changes on their tickets. You cannot change the name on an airline ticket or give the ticket to someone else to use. Please verify the accuracy of all information before submitting a booking for ticketing. We are unable to absorb fees imposed by carriers for the reissue of tickets due to incorrect information or to correct spelling errors. It is the responsibility of the passenger to ensure the accuracy of information supplied. In the event you provide us with the wrong name(s) for your reservation(s), then you understand they are cancelled.

7. AIR SCHEDULE CHANGES (INVOLUNTARY)

Involuntary changes or cancellations to flight numbers, flight times or flight dates are called "schedule changes". These are changes created by the airlines due to re-organization of their flight itineraries and/or change of equipment. CIMPAD Inc. is not responsible for airlines schedule changes. The airline has the right to adjust/change and cancel flights up to the day of departure. **Please be advised to reconfirm your flights 48-72 hours prior to departure, you must contact the airlines directly to verify**



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current flight information. We are not responsible for any misconnections that the airlines might cause. We are not liable for cancelled flights, flights that are missed or flights with misconnection due to any airline scheduled changes. **We are not able to compensate for hotel overnights if such may occur due to an airline schedule change.** CIMPAD Inc. may assist you informing of schedule changes, but it is ultimately your responsibility to coordinate with the airline directly any changes that might affect your travel. If the airline is providing a full refund due to major schedule change; you will be responsible for the purchase of the new ticket with another carrier. Money transfer from airline to another is not allowed. Airline refunds may take between 6-8 weeks.

8. CANCELLATIONS

A cancellation is defined as the voluntary termination of an entire trip and is requested BEFORE the purchase of airline tickets. Cancellations prior to airline ticket purchase will be assessed a 30% cancellation fee. Cancellations after airline ticket purchase are non-refundable. **You understand the conference package is completely non-refundable.** If you are unable to attend a scheduled tour program within the package no refunds partial refunds will be provided. If you check in to your hotel a day late due to unforeseen circumstances no partial refunds will be provided. If you miss a transfer due to unforeseen circumstances no partial refunds will be provided.

9. COMPLAINTS AND REFUNDS

Complaints will be handled in a case by case basis by our management. Applications for refunds, if permitted, must be made in writing within 30 days of our clients scheduled return and must be accompanied by appropriate documentation evidencing amounts to be refunded. Anything submitted after this time frame will be an automatic deny for refund request. In certain situations, refunds cannot be issued until receiving appropriate verification and approval from our vendors, this process can be lengthy. A resolution can sometimes take between 30 and 90 days. We will not refund any money due to passengers arriving late for check-in. **Passengers should plan to check in 3 hours prior international flight times and 2 hours prior regional flight times.** We will not refund monies for dissatisfaction with the conditions of a property, its rooms, facilities or services. Please take note that the lower the price, the lower the quality. We will not refund monies for tickets that have been lost, stolen or left at home.

10. RESPONSIBILITY

CIMPAD Inc., 777 North Capitol St, Suite 550, Washington, DC 20002 acts only as agents for the passenger in regards to travel, whether by air, rail, automobile, bus, van, plane, boat, or any other conveyance, and assumes no liability for injury, damage, loss, accident, delay or irregularity, which may be caused due to defect in any vehicle, acts of God, war, riots, or for any company or person involved in conveying the passenger or in carrying out arrangements of the tour. We cannot accept any responsibility for losses or additional expenses due to delay or changes in schedules or other causes such as strikes. All such losses will be the responsibility of the passenger. The right is reserved to make minor adjustments in the itinerary. CIMPAD Inc. not responsible for any lost or damaged luggage before, during or after the conference program. The right is reserved to decline, to accept, or retain any passenger as a member of the conference program. The issuance of vouchers or tickets shall be deemed to be consent to the above conditions. The airline concerned is not to be held liable for any act, omission, or event during the time passengers are not on board their craft. The services of any IATA or ARC carrier may be used in conjunction with these tours. The passenger's tickets when issued shall constitute the sole contract between the airlines and the purchaser and/or passenger. All rates published in any venue are based on exchange rates and tariffs and are subject to change. All taxes, gratuities and portage charges are subject to deletions, additions or changes without notice. These items are not covered under the control of CIMPAD Inc., since changes in Government regulations and labor agreements cannot always be anticipated in advance. CIMPAD Inc. is not responsible for any changes initiated by the passenger after departure.



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Frequent Flyer/Special Services: Some fare will not accrue miles per contract rules.

Once booked it is the responsibility of the client to contact us via email at cimpad97@gmail.com in order to provide Frequent Flyer account information, request special meals, or to arrange seating.

- For special seat request please contact the airline directly.

NOT INCLUDED:

- **Health:** Anti-Malaria prescriptions should be arranged prior to departure. For further recommendations on immunizations, we suggest contacting a personal physician.
- **Immunizations:** South Africa and Botswana require a Yellow Fever certificate of immunization only if the traveler is passing through the [yellow fever belt area](#) before entering South Africa or Botswana.
- **Taxes:** Some airport departure or entry taxes are not included in the ticket taxes. Passengers must pay in cash on location.
- **Documentation:** All travel documents are the responsibility of the passenger. A valid passport is required in all cases. U.S. citizens also need a visa when traveling to many different countries, make sure to check which country needs visa before you travel. Some vaccinations may be required.
- **Baggage:** The limit is 44 pounds per person.
- **Additional expenses:** Additional expenses such excess baggage charges, baggage insurance, meals or items of a personal nature.

U.S. DEPARTMENT OF STATE:

All participants are encouraged to Sign up for the State Department's free [Smart Traveler Enrollment Program](#) to receive the latest travel updates and information!

By connecting with the State Department on the [Smart Traveler Enrollment Program](#), they will be able to assist you better in the case of an emergency, such as if you lose your passport or it is stolen while you are abroad. The travel and contact information you enter into our [Smart Traveler Enrollment Program](#) will make it easier for consular officers in U.S. embassies and consulates around the world to contact you and your loved ones during an emergency —including situations where your family or friends in the U.S. are having problems trying to contact you with important news.

When you sign up, you will automatically receive the most current information the State Department compiles about the country where you will be traveling or living. You will also receive updates, including [Travel Warnings and Travel Alerts](#) (where appropriate). You only need to sign up once, and then you can add and delete trips from your account based on your current travel plans!

_____ **I have read and agree to the terms and conditions.**

Signature

Date