

Itinerary for Air & Land

Note: B = Breakfast, L = Lunch, D = Dinner

Sunday, October 13

Flight	Departure	Time	Arrival	Time
DL #046 Delta Airlines	John F Kennedy New York	4:28 PM	Schiphol Amsterdam	5:55 AM, Oct 14

Monday, October 14 Amsterdam

Transfer to your hotel. Early Check-In requested, but not guaranteed.
Remainder of day on own.
Welcome dinner for the group in the evening.

<u>Property Name</u>	<u>Location</u>	<u>Property Type</u>	<u>Room Type</u>	<u>Check-In</u>
Doubletree by Hilton Amsterdam Centraal Station or Similar	Amsterdam, Netherlands	4 Star Hotel	Twin	3:00 PM

Description: Non-Smoking
Check-Out: Fri., Oct. 18 - 7:00 AM

Meals: D

Tuesday, October 15 Amsterdam

Enjoy the day exploring Amsterdam on your own.
Optional excursions available at an additional fee.

Overnight at Doubletree by Hilton Amsterdam Centraal Station or similar

Meals: B

Wednesday, October 16 Amsterdam

Half-day meeting with host country emergency nursing leaders and other healthcare officials.
(Pre-arranged visit scheduled by ENA)

Remainder of day on own.

Overnight at Doubletree by Hilton Amsterdam Centraal Station or similar

Meals: B

Thursday, October 17 Amsterdam

Full day meeting with host country emergency nursing leaders and other healthcare officials.
(Pre-arranged visit scheduled by ENA)

Remainder of day on own.

Overnight at Doubletree by Hilton Amsterdam Centraal Station or similar

Meals: B

Friday, October 18 Amsterdam

Transfer from hotel to airport for your flight to Stockholm, Sweden.

Please note there will be a baggage fee associated with this flight.

Flight	Departure	Time	Arrival	Time
*KL #1105 KLM Royal Dutch Airlines	Schiphol Amsterdam	6:50 AM	Arlanda Stockholm	8:50 AM

Upon arrival transfer to your hotel.
Early Check-In requested, but not guaranteed.

Remainder of day on own.

<u>Property Name</u>	<u>Location</u>	<u>Property Type</u>	<u>Room Type</u>	<u>Check-In</u>
Clarion Hotel Amaranten or Similar	Stockholm, Sweden	4 Star Hotel	Twin	3:00 PM

Description: Non-Smoking
Check-Out: Wed., Oct. 23 - 8:00 AM

Meals: B

Saturday, October 19 Stockholm

Enjoy the day exploring Stockholm on your own.
Optional excursion available at an additional fee.

Overnight at Clarion Hotel Amaranten or similar.

Meals: B

Sunday, October 20 Stockholm

Enjoy the day exploring Stockholm on your own.
Optional excursion available at an additional fee.

Overnight at Clarion Hotel Amaranten or similar.

Meals: B

Monday, October 21 Stockholm

Half-day meeting with host country emergency nursing leaders and other healthcare officials.
(Pre-arranged visit scheduled by ENA)

Remainder of day on own.

Overnight at Clarion Hotel Amaranten or similar.

Meals: B

Tuesday, October 22 Stockholm

Full day meeting with host country emergency nursing leaders and other healthcare officials.
(Pre-arranged visit scheduled by ENA)

Remainder of day on own.

Farewell dinner for the group.

Overnight at Clarion Hotel Amaranten or similar.

Meals: B, D

Wednesday, October 23 Stockholm Airport

Transfer to the airport for your flight back home.

Flight	Departure	Time	Arrival	Time
KL #1106 KLM Royal Dutch Airlines	Arlanda Stockholm	9:35 AM	Schiphol Amsterdam	11:35 AM
KL #641 KLM Royal Dutch Airlines	Schiphol Amsterdam	1:25 PM	John F Kennedy New York	3:25 PM

Meals: B

Terms & Conditions

Reservations, Payments & Cancellations

Names/Passport

- Names must match the passengers' passports (international travel) or other government identification (domestic travel). TSA requires: the full name of the passenger as it appears on the passport, date of birth, and gender. In addition, some carriers will require: passport number, expiration date of passport, nationality, and a personal contact including a phone number of someone not traveling with the group to be entered in the flight record.
- All fees & penalties assessed by the airline and Fellowship Travel for name changes/corrections are the responsibility of the individual ticket holder.

Payments

- All fares are quoted in United States Dollars (USD) & are payable by cash, approved check or credit card.
- Pricing for any ground services requested may be based on foreign currencies. These charges have been converted to U.S. dollars for the purpose of providing you a U.S. dollar rate at the time this contract was issued. Should a fluctuation of more than 3% in the exchange rate occur, we reserve the right to adjust the final price accordingly.
- Credit card payments may be subject to a 3% cash conversion fee.
- Fares are subject to be changed, voided & all penalties imposed unless the final payment deadline is met.

Taxes

- Airline taxes/fuel are regulated by the federal government &/or the airlines & are subject to change until ticketed. Airline taxes include: international & federal taxes, security fees, & airport & flight segment fees.
- Your group is responsible for additional taxes/fuel or increases in taxes/fuel prior to ticket issuance.

Seating

- Not all carriers permit advance seat assignments free of charge. Fees may apply for advance seat reservations.
- When permitted, seats will be assigned as a group block at time of group confirmation as permitted by the carrier.
- FTI requests from the carrier that passengers with the same last name be seated together.
- For airlines that assign group block seating, FTI does not recommend using the airline's advanced seat assignment website tools to select specific seats, as this may result in the loss of advance block seating for the entire group.
- The final seat assignments for your group are ultimately at the airline's discretion and are not guaranteed.

Cancellation Penalties (per person)

- If the group falls below the required minimum detailed in the pricing section, the service provider reserves the right to cancel all confirmed group space, increase the fare, &/or retain all deposits paid.
- Services cancelled after the final payment due date are non-refundable.
- Services cancelled after the trip start date are non-refundable & will have no value toward future travel.

- Service details are final upon issuance. Changes or cancellations requested by the client may not be permitted. If permission is granted by the service provider to change or cancel the service, a penalty will be assessed.
- Changes in dates, itinerary scheduling or airline, made on your behalf, may result in deposit penalties &/or an increase in fare.
- Applicable refunds must be requested in writing & accompanied by any unused ticket numbers for which the refund is being requested. Any applicable refunds that you may be entitled to may require up to 120 days processing time.

Tickets & Re-confirmations

Ticketing

- **Separate tickets will be issued for each airline shown in the itinerary.**
- **None of the scheduled airlines in your itinerary are liable for schedule changes or delays by the other airline(s) which may result in a missed connection.**
- Travel documents are generally sent out anywhere from 3 to 15 days after final payment has been received & documents have been issued. Group documents are shipped to the address of the group organizer via Federal Express, UPS or by other courier services at the expense of FTI. It is the responsibility of the group organizer to advise FTI of a physical address for document delivery.

Baggage

- Because your group is using multiple tickets, they may be required to claim their bags at the connecting airport before checking in with the next airline in the itinerary.
- In addition to standard baggage fees, some airlines may also impose embargoes on non-standard size & weight containers (boxes, duffel bags, etc.) & may not accept such items at flight time.
- In all cases, your Fellowship Travel agent will attempt to assist you if you have questions. However, the final agreement for air ticket & baggage allowances is between the airline & passenger. FTI, as an agent for you & the carrier, disclaims responsibility or liability for changes in allowances.
- If your reservations include hotels, ships, or coaches, there may be additional costs for transportation & portage of more than one piece of baggage.
- Please visit <https://bags.amadeus.com> to determine the baggage policies for each of your tickets or ask your travel agent.

Flight Re-Confirmation and Online Check-In

- Online check-in is normally allowed 24 hours before departure. You will need the six character airline "Booking Ref" confirmation code on the e-ticket receipt provided to you at time of ticketing. Many airlines allow you to pre-pay baggage fees at a discounted rate, and even sign up for text and email alerts if your flight is delayed or cancelled. Although these features are very helpful, we recommend you do NOT use the advance seat assignment feature of the airline's website when traveling on a group reservation. Using this feature may result in the loss of all advance block seating for the entire group.
- Some flights may not be available for online check-in. In the event that this option is unavailable, you can check in at the airport. FTI recommends arriving at the airport at least three hours prior to departure for international trips, and two hours for domestic trips.
- If you are traveling with a regional carrier outside of the USA or with a charter company, please check directly with the regional airline at least 72 hours prior to departure to ensure re-confirmation of your reservation is not required. None of the major/global carriers require this.
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- We recommend confirming flight status and departure time via the airline carrier's website within 24 hours of your scheduled departure time.

Liability & Responsibility

Fellowship Travel International, Inc. (FTI) serves only as an agent for ARC, IATAN, & other commercial air carriers & suppliers & is not to be held responsible for any delays, defaults, cancellations, weather conditions, acts of terrorism, bankruptcy, majeure, war, local governmental regulations, epidemics, quarantines, natural disasters, strikes, local civil disorders, or any other act that may affect the service or agreements of a particular carrier or supplier. The terms & conditions represented in this agreement are current with FTI's suppliers as of 3/27/18.

Should the terms & conditions of this contract change prior to completion of your trip, FTI will make every effort to notify you of such changes. However, the commercial air carriers set final terms & conditions & suppliers may or may not notify FTI of changes relevant to this agreement. Client agrees to indemnify and hold FTI harmless for any and all damages or penalties imposed and any attorney's fees incurred by FTI in defending any such action resulting from Client's failure to provide truthful and accurate billing and claims information to FTI