

PLTW SUMMIT 2017 TRAVEL GUIDELINES AND FREQUENTLY ASKED QUESTIONS

Event Overview and Details

PLTW Summit 2017 will take place Oct. 22-25, 2017, at the Orlando World Center Marriott.

PLTW Summit 2017 is scheduled to begin Sunday, Oct. 22 at 5:30 p.m. and will conclude on Wednesday, Oct. 25 at 1 p.m.

Registration Fees

Standard/Adult Registration: \$695

- Groups receive 50 percent off standard registration for every fifth person.

Student Registration: \$347.50

- Available to K-12 and college students; you will be required to provide a valid student ID when you check in onsite to receive your name badge.

Airline Travel to/from Orlando

Individuals are responsible for airfare arrangements and costs to Orlando International Airport (MCO).

- PLTW Summit 2017 guests are welcome to use their preferred travel agent. You are also able to work with PLTW's travel agent, Altour, to book your airline travel.
- Should you choose to use our travel agent, please select this option during registration and add your travel preferences when prompted.
- Our travel agent will be notified once you complete the registration process and will provide the best flight options, based on requested travel times, for your review and approval within 48 business hours.
 - **You must reply to that email within 24 hours to confirm your flight.**
 - We recommend you arrive in Orlando no later than 4:30 p.m. on Sunday, Oct. 22, to attend our opening general session.
 - PLTW Summit 2017 concludes on Wednesday, Oct. 25, at 1 p.m., and we encourage you to stay for the duration to get the most out of the experience.
- PLTW is not responsible for missed flights due to unpredictable travel times, security lines at the airport, or other circumstances beyond our control.

Ground Transportation in Orlando

PLTW will provide complimentary roundtrip shuttle service between Orlando International Airport (MCO) and the Orlando World Center Marriott during standard travel times for those who book flights through our travel agent.

- Standard arrival: Sunday, Oct. 22 by 4 p.m.
- Standard departure: Wednesday, Oct. 25 after 3 p.m.

The shuttle schedule is based on actual flight itineraries, but we anticipate service during the following standard travel times:

- Sunday, Oct. 22: 9 a.m.- 5 p.m.
- Wednesday, Oct. 25: 1 p.m.- 5 p.m.

PLTW will not be responsible for ground transportation arrangements or costs before or after the above noted timeframes.

If you DO NOT book your flights through our travel agent, you will be responsible for all ground transportation arrangements and costs.

Hotel Accommodations

Individuals are responsible for making their own hotel reservations and all expenses related to hotel accommodations.

- Guests will make hotel reservations as a part of the registration process for PLTW Summit 2017. The hotel will not accept phone or online reservation requests.
 - You will need to provide a credit card to confirm your reservation.
 - Your credit card will not be charged unless you:
 - Fail to cancel your reservation more than 72 hours in advance of your requested arrival, or
 - Fail to check into the hotel on your scheduled arrival date.
 - These are Marriott International policies; please refer to your confirmation email for more details.
- You will receive a confirmation email from Marriott after you complete your reservation.
 - The email will come from Marriott Reservations; please check your spam or junk folder if you don't receive the email within 30 minutes.
 - Included in the email are links to modify or cancel your reservation. Please use these links to modify or cancel your reservation instead of updating your PLTW Summit 2017 registration.
 - The systems are integrated, so your Summit registration profile will automatically update to match modifications you make to your Marriott reservation.

- As a reminder, your credit card will be charged if:
 - You fail to cancel your reservation more than 72 hours in advance of your requested arrival date, or
 - You fail to check into the hotel on your scheduled arrival date. Please note that we cannot guarantee availability for the remainder of your reservation if you fail to check in on your confirmed arrival date. Reinstatement of your reservation is at the discretion of the hotel and is based on guestroom availability.

PLTW asks you to stay within our contracted block at Orlando World Center Marriott to keep the overall costs for the PLTW Summit affordable for all guests.

Meals

PLTW will provide meals per the PLTW Summit 2017 agenda, which currently includes three breakfasts, three lunches, and two dinners. These meals are included with your PLTW Summit 2017 registration.

PLTW Summit 2017 Substitution Policy

If you cannot attend PLTW Summit 2017 and want to assign another individual to your registration, you must submit a substitution request **in writing** to **PLTW Summit** for approval by 5 p.m. EDT on **Friday, Sept. 22, 2017**. Please include “Substitution Request – Guest Name” in the subject line.

- You are responsible for **modifying or canceling your hotel reservation** at Orlando World Center Marriott.
 - Use the links in your Marriott confirmation email to modify or cancel your reservation.
 - As a reminder, your credit card will be charged if:
 - You fail to cancel your reservation more than 72 hours in advance of your requested arrival date, or
 - You fail to check into the hotel on your scheduled arrival date.
 - PLTW is not responsible for any fees associated with your failure to effectively manage your reservation.
- All travel costs for the substitute guest are the responsibility of the guest.

PLTW Summit 2017 Cancellation Policy

If you need to cancel your PLTW Summit 2017 registration, you must submit a cancellation request in writing by 5 p.m. EDT on Friday, Sept. 22, 2017. Email your request to [PLTW Summit](#).

- If you booked flights through our travel agent, please contact them directly.
- Your hotel reservation does not automatically cancel when you cancel registration for PLTW Summit 2017. You are responsible for **canceling your hotel reservation** at Orlando World Center Marriott.
 - Use the links in your Marriott confirmation email to cancel your reservation.

The following cancellation fees may apply if you don't receive pre-approval from PLTW to cancel your registration.

PLTW Summit 2017 Cancellation Policy

Cancellation Cut-off	Credit or Refund
5 p.m. EDT on Friday, Aug. 11, 2017	Registration fee paid minus 25%
5 p.m. EDT on Friday, Sept. 22, 2017	Registration fee paid minus 50%
After 5 p.m. EDT on Friday, Sept. 22, 2017	\$0

Method of Payment	Refunds and Invoices
Credit card payments	PLTW will provide a refund of your paid registration fee minus the corresponding cancellation service fee.
Check payments <i>received</i> by PLTW	PLTW will mail a refund check for your paid registration fee minus the corresponding cancellation service fee by Nov. 30, 2017.
Check payments <i>not received</i> by PLTW	PLTW will issue an invoice for the amount due for your registration fee minus the corresponding cancellation service fee. Payment is due within thirty (30) days of the invoice date.

FREQUENTLY ASKED QUESTIONS

When and where is PLTW Summit 2017 taking place?

Sunday, Oct. 22-Wednesday, Oct. 25, 2017

Orlando World Center Marriott

8701 World Center Drive

Orlando, FL 32821

Guestroom Rate \$197 + 12.5% taxes
Includes guestroom internet, fitness center, and pool access

We do not have additional hotels contracted for PLTW Summit 2017.

What is PLTW Summit?

PLTW Summit is the premier gathering of Project Lead The Way's network of K-12 district, school, and teacher leaders and STEM education advocates. These educators are committed to PLTW's mission – empower students to thrive in an evolving world – and come to PLTW Summit to learn what's new and next in order to provide transformative learning opportunities for their students.

We will host more than 2,000 teachers, students, and administrators looking to maximize their existing PLTW programs, as well as advocates from business and post-secondary institutions eager to support that work. Guests can expect to discover best practices for delivering and supporting hands-on learning experiences that help students draw connections between what they learn today and how it is relevant to their lives and future careers. Our guests are dedicated to preparing students with the in-demand knowledge and transportable skills they need to succeed in college and career.

Who should attend PLTW Summit 2017?

- Teachers, counselors, administrators, and other educators dedicated to relevant, engaging, and hands-on learning environments
- Students of all ages who want to be inspired and empowered to solve important challenges
- Business and philanthropic leaders who want to learn more about us or want to support our mission of empowering students to thrive
- Legislators and policymakers committed to providing the best educational opportunities to students
- College and university leaders interested in strengthening connections between K-12, college, and career

What is the agenda for PLTW Summit 2017 (subject to change)?

Sunday, Oct. 22

Noon-7 p.m.	Engage Expo Setup Hours
1 p.m.-5 p.m.	Workshop Sessions
5:30 p.m.-7 p.m.	General Session
7 p.m.-9 p.m.	Dinner and Event

Monday, Oct. 23

7 a.m.-8 a.m.	Engage Expo Setup Hour
7:30 a.m.-8:15 a.m.	Breakfast
8:30 a.m.-10 a.m.	General Session
10 a.m.-7 p.m.	Engage Expo
10 a.m.-noon	Workshop Sessions
Noon-1 p.m.	Lunch
1 p.m.-5 p.m.	Workshop Sessions
5:30 p.m.-7 p.m.	Reception in the Engage Expo
	Dinner on own for Majority of Guests

Tuesday, Oct. 24

7 a.m.-7:45 a.m.	Breakfast
8 a.m.-11:40 a.m.	Three (3) Rounds of Workshop Sessions
11:45 a.m.-12:30 p.m.	Lunch
1 p.m.-2 p.m.	General Session
2:20 p.m.-6 p.m.	Three (3) Rounds of Workshop Sessions

Wednesday, Oct. 25

7:30 a.m.-8:15 a.m.	Breakfast
8:30 a.m.-11 a.m.	Two (2) Rounds of Workshop Sessions
11:30 a.m.-1 p.m.	Closing General Session
1 p.m.	Grab & Go Lunches for Departures

What are the registration fees for PLTW Summit 2017?

Guest Type	Registration Fee
Standard/Adult Registration <ul style="list-style-type: none"> <i>This registration rate applies to all guests except those listed below.</i> 	\$695.00
Group Registration: 50% off standard registration for every 5 th person	Savings of \$347.50
K-12 and College Students <ul style="list-style-type: none"> <i>Guests must provide proof of enrollment during onsite check-in at the PLTW Summit to receive name badges and access to PLTW Summit.</i> 	\$347.50
Workshop Session Facilitators <ul style="list-style-type: none"> <i>Confirmed PLTW Summit Workshop Session Facilitators will receive a special invitation to register at the discounted rate.</i> 	\$347.50

Is there a mobile app for guests at PLTW Summit 2017?

Yes, guests will receive more information about the PLTW Summit Guest app in September. The app will contain helpful information, including the agenda, workshop sessions, general updates, and more.

Can I request a specific guestroom type?

Yes, you will be able to request a specific room type or request an ADA-accessible room when you make your hotel reservation. Room types are subject to availability.

Can I arrive early or extend my stay in Orlando after Thursday, Oct. 26?

If you elect to arrive in Orlando early, you may need to secure alternate hotel accommodations due to limited guestroom availability at the Orlando World Center Marriott.

You may elect to extend your stay in Orlando at your own expense. You can request a later departure date when you make your hotel reservation during registration, pending availability at the hotel.

How do I register a group for PLTW Summit 2017?

Near the end of your registration you will be asked if you would like to register another person for PLTW Summit.

- Select **Yes** and continue.
- On the next page find the **Register an Additional Attendee** section, add his or her email addresses, and select **Register Another**.
- Repeat this process until you register all people in your group.
- Use discount code “**Group2017**” when prompted.
- You need to make hotel reservations for your group separately. Please refer to the "Hotel Accommodations" section above for more information.
 - Please select from the following options and notify your team if a reservation has been made for them or if they need to make his or her own reservations. Options to book hotel reservations are:
 - From here, you can book reservations for your full group. Select **Book Hotel** to be redirected to the Marriott reservation system, or
 - Members of your group can use the link included in their individual PLTW Summit 2017 confirmation emails to book their own hotel accommodations

How do groups use the bulk upload option to register multiple people for PLTW Summit 2017?

Prior to initiating registration for your group:

- Please **contact PLTW** to request the “Bulk Upload Template”.
- You will add the required information for your group to the “Bulk Upload Template” before you initiate registration for your group. Save this as a ".xls" file for it to upload correctly.

- If you are attending PLTW Summit, register yourself, and then bulk upload the rest of the group per the below instructions below. DO NOT include your own required information on the “Bulk Upload Template.”
- If you are not attending PLTW Summit, select one person from the group of PLTW Summit attendees. Register that person, then bulk upload the rest of the group per the below instructions. DO NOT include the required information for the individual you selected to register when you complete the “Bulk Upload Template.”
- Populate the "Bulk Upload Template" with all of the required information for your group. Once you have all of the required information compiled, you are ready to register your group.
- **Register now:**
 - Register yourself of the selected registrant (as described above).
 - Near the end of his or her registration he or she will be asked if they would like to register another person for PLTW Summit 2017.
 - Select **Yes** and continue.
 - On the next page find the **Bulk Register Additional Attendees** section and select **Proceed**.
 - Select **Choose File** and locate the "Bulk Upload Template" you populated for your group and select **Open** in that window.
 - Leave selected: "This file has a header row".
 - From the drop-down, indicate if your group requires hotel accommodations or not.
 - Select **Upload Attendees**.
 - Scroll to the bottom of the next page and select **Import Attendees**.
 - Select **Complete Registration** to proceed to payment options.
 - Select how you would like to pay for your group:
 - Pay for everyone in a single transaction or
 - Pay for each member of your group separately
 - Complete the payment process for your group. Use discount code “**Group2017**” when prompted.
 - After you provide payment for each member of the group you will select **Finalize Registration** to complete the process for your group.
 - Congratulations! Your group is now registered for PLTW Summit 2017.
- You need to make hotel reservations for your group separately. Please refer to the "Hotel Accommodations" section above for more information.
 - Please select from the following options and notify your team if a reservation has been made for them or if they need to make his or her own reservations. Options to book hotel reservations are:
 - From here, you can book reservations for your full group. Select **Book Hotel** to be redirected to the Marriott reservation system, or

- Members of your group can use the link included in their individual PLTW Summit 2017 confirmation emails to book their own hotel accommodations.

What is IACET and Continuing Education Units (CEUs)?

The International Association for Continuing Education and Training (**IACET**) awarded Project Lead The Way the industry-respected Accredited Provider status. IACET Accredited Providers are the only organizations approved to offer IACET Continuing Education Units (CEUs).

As the official standard for continuing education and training (CE/T), IACET CEUs are recognized by a wide range of organizations – including the department of education and school districts in several states – allowing teachers to use IACET CEUs towards license or certification renewal.

Our partnership with IACET demonstrates PLTW's commitment to lifelong learning and high professional development standards for our training programs.

Which PLTW Summit 2017 workshop sessions qualify for CEUs?

We will indicate which workshop sessions qualify for CEUs when we release the final PLTW Summit 2017 agenda in September.