



2020 McKnight New Fellows Orientation

Friday-Saturday, August 7-8, 2020

Tampa Airport Marriott Hotel, Tampa International Airport
4200 George Bean Parkway, Tampa, FL 33607, phone (813) 879-5151

Information Sheet

The purpose of the McKnight New Fellows Orientation is to welcome you, our newly selected Fellows, to the McKnight Doctoral Fellowship (MDF) Program; identify and explain best practices for completing Ph.D. programs; demonstrate the correlation between graduate courses, comprehensive exams, and dissertation research; and introduce you to key graduate school personnel, support services, and our network of scholars.

Online Registration & Lodging

Registration is online, at no cost to you, **Monday, May 4 to Wednesday, July 15**. Please observe this *deadline* to ensure lodging at the conference hotel. *After this deadline*, you may be responsible for obtaining your own room reservation and securing it with a credit card.

When you register, indicate whether you want a *shared* (with a McKnight roommate) or a *single* room. If you request a *shared* room, the Florida Education Fund (FEF) will provide your lodging at no cost. If you request a *single* room, you must be prepared to pay the hotel the full amount for your room, \$135 plus taxes, at the conference. After the conference, FEF will reimburse you \$67.50 (the amount we would have paid to cover your shared room), upon receiving and approving your reimbursement form.

Fees – If you must cancel your registration, make every effort to do so by **Friday, July 17**. Failure to cancel your registration by the July 17 deadline subjects you to a \$68.00 conference cancellation fee. Additionally, you are subject to this cancellation fee if you are “no show”. If you do not come to the conference, you are considered “no show.” If you are registered to stay at the conference hotel and do not check in, you are considered “no show”.

Travel Reimbursement

FEF will pay *only the lower* of either a discounted air ticket, compact rental car with unlimited mileage, or mileage to and from the Conference as verified by the State of Florida Department of Transportation and Transportation Statistics Office Highway Mileage Chart or www.mapquest.com, www.maps.yahoo.com, or a similar mapping company. FEF will not cover expenses above and beyond the least expensive method of travel. **Please contact Mr. Charles Jackson no later than July 20, 2020, before booking air travel.**

FEF will provide reimbursement forms at the conference. Because of our auditing requirements, you must submit the original form along with original travel related receipts. Please do not fax your reimbursement request. For mileage reimbursement, you must send a “MapQuest” or other online map along with your reimbursement form. The deadline for us to receive your reimbursement forms and documentation is **Friday, August 28, 2020**.

Important Dates

July 15, 2020	Deadline for conference registration, including lodging arrangements.
July 17, 2020	Deadline to notify FEF if you must cancel your registration or room reservation. (There is a \$69.50 cancellation fee after the deadline.)
July 20, 2020	Deadline to contact Mr. Charles Jackson before booking air travel
August 7-8, 2020	Orientation
August 28, 2020	Deadline, FEF receives reimbursement forms

Inquiries

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