



Lions Clubs International

300 West 22nd Street/Oak Brook, Illinois 60523-8842, USA

Phone: (630) 571-5466 Fax: (630) 571-1689

DATE: November 2011
TO: 1st Vice District Governors and District Governors-Elect
RE: 2012 District Governors-Elect Seminar and 95th International Convention

It is our pleasure to send you information regarding registration, hotel reservations, travel arrangements, and other details pertaining to the District Governors-Elect (DGE) Seminar and International Convention in Busan, Korea. Please follow the procedures and deadlines provided to ensure the smooth processing of your requests for both events.

The 2012 DGE Seminar is designed to further prepare you for your term as district governor. All sessions of the DGE Seminar are mandatory for DGEs. Failure to attend an event may result in your being responsible for all of your expenses including airfare, hotel and meals. Please note that due to space limitations, seminar events are not open for attendance by family members or guests other than those specified on the enclosed DGE Seminar schedule.

In January 2012, you will receive your *2012 DGE Seminar: Seminar Preparation Guide*. This guide contains pre-seminar assignments related to valuable leadership skills you will utilize during your term as district governor and beyond. Your thoughtful and timely completion of each of these assignments is critical, as these topics will not be covered during the seminar itself.

Carefully review the information in this packet. A preliminary seminar schedule is enclosed. Please refer to it when making your plans.

Be sure to return your registration and travel form to LCI by **January 16th** in order for LCI to secure your hotel room.

You will receive the second logistics mailing in April 2012 that will include your hotel confirmation, airport transfer tickets, per diem check and updated seminar information. Questions regarding the DGE Seminar should be directed to:

Questions Regarding:	Contact	Telephone #	Email
Registration/Hotel Arrangements	Reyna Galvan Gloria Geske	630-468-6917 630-468-6787	reyna.galvan@lionsclubs.org gloria.geske@lionsclubs.org
Travel/flight arrangements	Lynda Rohr Jan Uecker	630-468-6832 630-468-6877	lynda.rohr@lionsclubs.org jan.uecker@lionsclubs.org
Per Diem Payment	Linda Brzoska	630-468-6844	linda.brzoska@lionsclubs.org
Travel Reimbursement	Laura Delgado	630-468-6846	laura.delgado@lionsclubs.org
Seminar Program Content	Tom Pietrasek	630-468-6941	thomas.pietrasek@lionsclubs.org

Up-to-date information will be available on LCI's official web site: www.lionsclubs.org

We look forward to welcoming you to Busan!

2012 DGE Logistics-1st mailing

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MARK YOUR CALENDAR

- January 16 * Deadline to submit your DGE Seminar Registration & Travel Form
- January 30 * Deadline to make airline reservations for the DGE Seminar
- April 1 * Deadline to submit final travel itinerary to LCI
- April 20 * Mailing of hotel confirmation, airport transfer tickets, and meal reimbursement information
- June 17 * Hotel check-in for all District Governors-Elect
- June 18 * Single District Orientation
* DGE Seminar Registration and Gift Distribution
* DGE and Adult Companion Photos
- June 19 * DGE Seminar Opening Ceremony
- June 20 * DGE Pre-Race Party
- June 22 * DGE Seminar Celebration Banquet
- June 26 * DG Installation Ceremony at Final Plenary Session
- June 27 * DG Hotel Departures
- July 18 * Deadline to submit expense claims.

REGISTRATION - DGE SEMINAR AND CONVENTION

LCI will register you and your adult companion for the DGE Seminar and International Convention. To begin this process, you must complete the DGE Seminar Registration and Travel Form and return it by **January 16, 2012**. For planning purposes, it is important that we have the most current information for you and your adult companion. The information you provide will be used for mailings and classroom rosters.

Please do not remit a convention registration fee. The registration fee of US\$100 will be deducted from your reimbursement.

If you have already submitted a convention registration and hotel reservation form with payment, please notify LCI's Registration department (registration@lionsclubs.org) by **May 1, 2012** so that we may refund your payment.

At this time, you may purchase tickets for special events, such as the Membership Key Award Ice Cream Social and Melvin Jones Fellow Luncheon, to be held during the convention. Please indicate the number of tickets needed and include the appropriate payment. No tickets will be issued without full payment. Refer to the **DGE Registration & Travel Form** for the fees, dates and times for convention ticketed events.

To register children or other family members for the International Convention use the form located in The LION Magazine, register on-line, or download the form from [LCI's web site](#). Due to space limitations, **DGE Seminar events are limited to the DGE and one adult companion only as noted on the seminar schedule.**

TRAVEL POLICY AND PROCEDURES



Please note that due to complex travel logistics all DGE flight arrangements must be completed by January 30, 2012. Early bookings will allow for more direct routings and flight options.

PLEASE FOLLOW PROCEDURES FOR BOOKING AIRFARE UNDER ATTACHMENT #3.

DGE Reimbursement Policy

Lions Clubs International will reimburse the following travel costs:

One (1) economy class round-trip airline ticket, by the most direct route for the DGE. Ticket reimbursement will be based upon the lowest logical standard or discounted economy class fare for the period of travel. You are required to abide by LCI's travel policy to receive reimbursement.

Please refer to your country specific instructions in attachment #3 regarding ticket booking and purchase.
The procedures will vary based upon your geographical location.

Round trip transportation between your home and home airport will be reimbursed with submission of Lions Clubs International Travel Expense Claim Form C-30 (attachment #5) with receipts. Parking at the airport will be reimbursed provided it is less than round trip mileage, taxi, bus, train or shuttle service.

LCI will reimburse each DGE only for the first checked bag within the airline's guidelines for size and weight. Additional checked luggage or excess baggage fees are a personal expense. Airline baggage policy varies by carrier. Please check with the appropriate airline for more information. Expense for the first checked bag can be claimed along with your local transportation costs. For expense reimbursement, your expense claim with receipts must be submitted to LCI's Budget & Auditing Department by **July 18, 2012**.

Adult Companion Reimbursement Policy

Per board policy, LCI will pay up to US\$500, if applicable, for your adult companion's travel to the international convention. This is for transportation only and does not include checked luggage fees which are considered a personal expense for the adult companion.

Adult companions may make their flight arrangements with Carlson Wagonlit Travel, with the travel agency of their choice, directly with the airline, or online through a travel website. All adult companions are responsible for paying for their flight arrangements at time of ticketing.

For reimbursement of up to US\$500 the DGE must submit a completed DGE Adult Companion Travel Expense Claim form (Attachment #4) along with the following documents:

- 1) Copy of ticketed travel itinerary including all routings, airlines, flight numbers, class of service, arrival/departure dates and times, and airfare.
- 2) Proof of purchase (a copy of your paid receipt or credit card statement).

The above documentation must be submitted to LCI's Budget & Auditing Department by **July 18, 2012**.

LCI will not pay/reimburse travel for the adult companion if the district is an established district with less than 35 clubs or 1250 members. Adult companion travel payment is non-transferable. Please keep your receipts for your adult companion's travel. At the end of your fiscal year as district governor, if your established district meets the requirement of 35 and 1250 members; or if the district is below 35 or 1250, but shows a net membership increase of one, your adult companion's airfare will be reimbursed based on current policy.

Travel Reimbursement – Other Modes of Transportation

If you choose not to fly to Busan, Korea, you must advise LCI by January 30, 2012 and indicate your mode of transportation.

If you travel to Busan, Korea by car, train or bus – limited expenses will be reimbursed in accordance with the association's Rules of Audit.

The maximum amount of reimbursement will be 1.5 times the lowest available airfare as of April 1, 2012; provided you are accompanied by an adult companion and the total cost for companion does not exceed US\$500. If traveling alone, the equivalent of the single airfare will be reimbursed. This is all inclusive of hotel, meals, mileage or tolls en route and parking at the convention hotel. At that time, you will be contacted with the maximum reimbursed amount. A special expense claim form will be sent to you. Return this form to LCI's Budget & Auditing Department with receipts by **July 18, 2012** for reimbursement.

Approved Travel Dates

Arrive: Sunday, June 17, 2012 **Depart:** Wednesday, June 27, 2012

Round trip transportation between the airport and your hotel for you and your adult companion will be coordinated by LCI. Airport transfer tickets will be included in the April, 2012 mailing.

Pre or Post Convention Travel

If you are planning on traveling either pre- or post-convention, please make sure your travel dates do not conflict with the above approved arrival and departure dates for the DGE Seminar and International Convention.

Your airfare will be reimbursed based upon the lowest logical standard or discounted economy class fare to/from Busan, Korea that you would have received traveling on the approved travel dates. Should the airfare for your pre- or post-convention travel itinerary be more expensive, the fare differential will be considered a personal expense. Any additional hotel nights for stays beyond the approved travel dates will also be considered a personal expense.

If you search "[Convention Tours](#)" from LCI's website, you will find information on some of the pre- and post-convention tour packages available for Lions members and their guests.

MEAL ALLOWANCE/PER DIEM

A meal allowance equivalent to US\$95.00 per day (less group meals) was approved for DGEs. Meal reimbursement checks will be sent to you in the **April, 2012** mailing. Districts set up for electronic payments will be processed by **May 4, 2012**.

Please note that LCI will not provide any check cashing or currency exchange services in Busan, Korea. In addition, LCI will be unable to issue checks onsite.

The following expenses are not reimbursed: passport and/or visa fees, gratuities, telephone, laundry, hotel safes, alcoholic beverages, movies, medical care, health club, or business center expenses. Adult companions do not receive a meal per diem.

You will be responsible for any additional en route hotel charges, extra nights in Busan and personal expenses upon checkout from your hotel.



HOTEL ACCOMMODATIONS

All district governors-elect and their adult companion will be housed at one of the following Hotels:

Haeundae Grand Hotel
651-2, Woo-dong
Haeundae-gu
Busan, Korea
www.grandhotel.co.kr

Novotel Ambassador Busan
1405-16, Jung-dong
Haeundae-gu
Busan, Korea
www.novotelbusan.com

Paradise Hotel
1408-5 Joong-dong
Haeundae-gu
Busan, Korea
www.paradisehotel.co.kr

Please refer to the attachment #6 for your hotel assignment.

Hotel Procedures

- LCI will automatically make a hotel reservation for you and your adult companion for the arrival date of June 17 and departure of June 27. If you need additional nights at your DGE hotel, please make a note on your DGE Registration and Travel Form. Do not book directly with the hotel.
- You are required to stay at the assigned DGE hotel through the end of the convention.
- Do not submit a hotel deposit. The room and tax for the approved nights of stay will be paid directly to the hotel by LCI. You will be responsible for any additional nights and incidental expenses at check-out.
- All rooms are based on double occupancy with either 1 queen bed or 2 single beds. Maximum room occupancy is 3 people. **Any hotel charges for the 3rd person are a personal expense to be paid directly to the hotel upon check-out.**

Special Needs

- LCI will make every effort to accommodate guests with disabilities. Please indicate your request on the DGE Registration and Travel Form.
- LCI will forward special requests to the hotel. Room types and special requests are limited and subject to hotel availability at time of check-in.

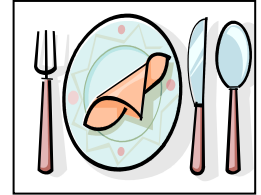
Hotel Confirmation

Your hotel confirmation will be mailed to you in **April 2012**. Please bring it with you to Busan and present it to the front desk at check-in.

Additional Hotel Rooms

Additional rooms at the DGE hotels are limited. If you require an additional room for family members, LCI will make every effort to accommodate your request. Approval is subject to availability and is on a first-come, first served basis. Any additional rooms are considered a personal expense to be paid by the DGE at checkout. A US\$200 hotel deposit is required for each additional room reservation for family members along with at least one adult convention registration fee. Please direct any questions to Reyna Galvan via email: reyna.galvan@lionsclubs.org. The deadline to reserve an additional hotel room is **May 1, 2012**.

GROUP MEALS



The following group meal functions will be part of the DGE Seminar program:

For the District Governor-elect

- DGE and Adult Companion Lunch – Tuesday, June 19
- DGE Lunch – Wednesday, June 20
- DGE Pre-Race Party - Wednesday, June 20
- DGE Lunch – Thursday June 21
- DGE Lunch- Friday, June 22
- DGE Seminar Celebration Banquet, Friday, June 22

For the Adult companion

- DGE and Adult Companion Lunch – Tuesday, June 19
- DGE and Adult Companion Pre-Race Party - Wednesday, June 20
- DGE Seminar Celebration Banquet, Friday, June 22

Refreshment Breaks

Coffee and tea will be served at the refreshment breaks during the seminar.



TRANSLATION

DGEs have been assigned to classroom groups based on the official district language as identified by the District and Club Administration Division at LCI. A group leader fluent in that language will facilitate the classroom portion of the seminar. Classroom group language changes must be requested in writing to Lori Saldana at lori.saldana@lionsclubs.org no later than **January 16, 2012**. Changes are subject to space availability.

The Opening Ceremony, the General Sessions and the Closing Session are presented in English. Simultaneous translation will be provided for the following languages: Chinese, Finnish, French, German, Hindi, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish during the seminar.

To secure a translation receiver for the DGE Seminar:

1. Indicate the need for a headset on the DGE Seminar Registration and Travel Form. A ticket will be sent to you in the April, 2012 mailing.
2. Receivers will be available at the DGE Seminar Registration and Gift Distribution (see scheduled dates and times) at BEXCO for use during the DGE Seminar.
3. Receivers **must** be returned as you exit the DGE Seminar Closing Session on **Friday, June 22**.

Translation receivers are provided at no charge to the DGE and/or adult companion during the seminar. **A credit card or US\$100 cash deposit per receiver will be required as a deposit for any translation receiver used.** Failure to return the receiver at the end of the DGE Closing Session will result in a charge to your credit card of US\$100 per receiver or the loss of your cash deposit.

Personal Translators

If you would like to bring a personal translator (for a language other than those specified above) they must be registered with the DGE Seminar Office and adhere to LCI's procedures. Please contact Reyna Galvan at reyna.galvan@lionsclubs.org to request a "Personal Translator Registration Form." The completed form must be returned to Reyna Galvan by **January 16, 2012**.

PASSPORTS

All visitors entering the Republic of Korea must have a valid passport. Your signed passport must be valid and contain sufficient blank pages for any visa stamps. The passport expiration date must be greater than six months beyond your stay.

Visas

The **Visa Exemption Agreements (VEA)** enables nationals of 99 participating countries to travel to the Republic of Korea for tourism or business for stays of 90 days or less without obtaining a visa. Nationals of VEA countries must meet eligibility requirements to travel without a visa.

Before traveling to the Republic of Korea, passport holders of countries who are not in the Visa Exemption Agreement (VEA) must obtain a nonimmigrant visa for a temporary stay of no more than 90 days.

If you require a visa to enter the Republic of Korea and need a letter of invitation, please complete the "Invitation Letter Request" form and send it to the Convention Division.

Please Note: Passport holders from VEA countries do not need an invitation letter.

Additional information can be found at the Ministry of Foreign Affairs and Trade, Republic of Korea Homepage: <http://www.mofat.go.kr>

SUGGESTED ATTIRE

	Men	Women
Business	Business suit or sport coat and tie.	Suit or separates with skirt, slacks or dress.
Formal	White or black dinner jacket. (Black tie.)	Evening or cocktail attire
District/Multiple District Uniform	Jacket and tie or scarf as determined by your district or multiple district.	
Casual Attire	Sporty attire. Khakis, jeans, shorts, polo shirts, sport shirt, no tie, etc.	

Following is the suggested attire for events during the DGE Seminar:

Photo Session with Vice President Wayne & Linda Madden (June 18)	Business or District/Multiple District Uniform
Opening Ceremony, General Sessions, Classroom Sessions, and Closing Session	Business or District/Multiple District Uniform
DGE Pre-Race Party	Casual attire
DGE Seminar Celebration Banquet	Formal or National Dress

MAKING CHANGES

If you need to make a change after you have sent in your registration form, simply send an email to registration@lionsclubs.org . Please submit any changes no later than **May 28, 2012**.

- *Hotel Reservation:* Change your hotel arrival and/or departure dates. All changes are subject to hotel availability.
- *Correct the Spelling of a Name:* Submit a correction to the spelling of either your name or your adult companion's name.
- *Cancel:* If you find that you or your adult companion cannot attend the DGE Seminar and/or convention, please notify LCI immediately.

ATTACHMENTS

1. 2012 DGE Seminar Schedule
2. DGE Seminar Registration and Travel Form
3. Airline Booking Procedures by Country
4. DGE Adult Companion Expense Claim Form
5. Lions International Travel Expense Claim Form (C-30)
6. 2012 DGE Hotel Assignments
7. Invitation Letter Request Information Form