



First Vice District Governors/
District Governors-Elect
Seminar (Day 4) & International
Convention

**FVDG/DGE Registration for
Milan, Italy**

Mark your Calendar!

- ✓ **Wednesday, February 13th** Milan Preview Session at the FVDG/DGE Seminar at the Q Center
- ✓ **Thursday, February 28th** Due date to return *2019 Milan FVDG/DGE Seminar Registration Form* to dgeseminar@lionsclubs.org and to advise LCI if you require additional nights at the FVDG/DGE Hotel.
- ✓ **Thursday, February 28th** Due date to submit classroom changes
- ✓ **Thursday, February 28th** Due date to request Personal Language Assistance
- ✓ **Friday, March 29th** Due date to finalize travel arrangements
- ✓ **Tuesday, April 30th** Due date for FVDG/DGE registration/hotel reservation changes
- ✓ **Friday, May 10th** Due date to submit FVDG/DGE Adult Companion Travel Expense Claim Form
- ✓ **Thursday, July 4th** LCI approved arrival date in Milan, Italy
- ✓ **Tuesday, July 9th** LCI approved departure date in Milan, Italy

Some items to remember:

- ✓ LCI will register you and one adult companion to attend the 2019 Milan International Convention and Celebration Banquet when you have returned your completed form. Do not register for the Milan International Convention online as it will result in a duplicate booking.
- ✓ To register additional family members for the Milan International Convention, please request a FVDG/DGE Family Convention Registration Form and return it to dgeseminar@lionsclubs.org. **Celebration Banquet tickets and airport transfers must be purchased using this form and cannot be purchased online.** Celebration Banquet tickets are limited and subject to availability.

2019 Milan International Convention

Registration for **Day 4 of the FVDG/DGE Seminar and the Milan International Convention** is now open! Upon receipt of your 2019 Milan FVDG/DGE Registration Form, LCI will process your registration and housing for the 2019 FVDG/DGE Seminar and the International Convention in Milan. FVDG/DGEs will be assigned to one of the FVDG/DGE Hotels: **NH Milan Fiera** OR the **UNA Hotels Hotel Expo Fiera Milano (ATA Hotel)**. Click [here](#) for an informational sheet.

Please note that attendance at the February 2019 FVDG/DGE Seminar at the Q Center in St. Charles, IL is mandatory in order to qualify for reimbursement for the FVDG/DGE Seminar/Convention in Milan, Italy. If you have questions regarding this policy, please contact us at dgeseminar@lionsclubs.org

A Milan FVDG/DGE Seminar and International Convention preview session will be held at the Q Center on Wednesday, February 13th. Be informed and get ready for Italy at this fun session!

One double-occupancy hotel room will be provided for arrival on **Thursday, July 4, and a departure on Tuesday, July 9, 2019** for a total of five (5) nights. Additional nights at the FVDG/DGE hotels are a personal expense and subject to availability. If you wish to extend your stay, please contact dgeseminar@lionsclubs.org no later than **February 28, 2019**.

Representatives from the LCI Registration and Housing Department will be onsite at the Q Center and are available to assist with any questions.

Let's get started!

Step 1: Complete the 2019 FVDG/DGE Seminar & Milan International Convention Registration & Travel Form for yourself and your companion and return to dgeseminar@lionsclubs.org by **Thursday, February 28, 2019**.

- ☐ Registration for the FVDG/DGE is complimentary; the fee for your adult companion (US\$150.00) will be deducted from your first expense claim, if applicable.
- ☐ To register children or other family members for the Milan International Convention, please request the **FVDG/DGE Family Convention Registration Form** and return the form to dgeseminar@lionsclubs.org.

Step 2: You will receive an email from LCI confirming your registration along with instructions to book your airline reservations. Please follow the instructions for [booking air travel](#) to Milan, Italy. The travel instructions will vary based upon your geographical location.

- ☐ All FVDG/DGE airline reservations must be handled by an LCI approved travel agency and booked by the deadline **Friday, March 29, 2019**.
- ☐ The approved **DGE arrival date is Thursday, July 4** and the approved **DGE departure date is Tuesday, July 9**.

Step 3: Review instructions to book your travel in [Attachment 2](#) based upon the country you reside in.

- ☐ Correspond with the travel agency and book your travel.
- ☐ Once your ticket has been issued, changes made after the initial 24 hours may incur an additional fare difference plus and penalty/change fees which are considered a personal expense
- ☐ All tickets are electronic unless otherwise noted.
- ☐ Airlines routinely change their flight schedules and operating times for various reasons. Should this occur, you will receive a notice from the airline or travel agency that your itinerary (including flight number or times) has changed.

HOTEL ACCOMMODATIONS

Upon receipt of your completed Milan Registration and Travel form, LCI will make a hotel reservation for you and your adult companion at the **UNA Hotels Hotel Expo Fiera Milano (ATA Hotel)** OR the **NH Fiera Hotel** for the LCI approved arrival date of **Thursday, July 4** and the LCI approved departure date of **Tuesday, July 9 (5 nights)**. You are required to stay at the DGE Hotel through the end of the convention.

- ☐ If you need additional nights at the hotel, please note the additional dates on your Registration Form by **Thursday, February 28, 2019**. Additional nights are subject to availability and are a personal expense.

- ☐ Reimbursement of one room, double occupancy with either 1 or 2 beds on the LCI approved dates only. Requests for additional guests and/or rooms must be booked through LCI. A hotel deposit of US\$200 for an additional room is required once your request is confirmed by LCI. Your deposit will be sent to the hotel in Euros at the prevailing rate.



- ☐ Hotel Check-in time at the **UNA Hotels Hotel Expo Fiera Milano (ATA Hotel)** is 14:00; check-out time is 12:00. Check-in time at the **NH Milano Fiera** is 15:00; check-out time is 12:00. Additional fees to guarantee an early check-in and/or late check-out are considered a personal expense and these charges are paid directly to the hotel.
- ☐ LCI is managing the FVDG/DGE housing, so in order to avoid confusion with the hotel, please do not contact the hotel directly. All requests should be directed to LCI. Your hotel confirmation will be emailed to you in May 2019. Please bring it with you to Milan and present it to the front desk at check-in.
- ☐ Special Needs: LCI will make every effort to accommodate guests with disabilities. Please indicate your detailed needs on the FVDG/DGE Seminar & International Convention Registration & 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 and cannot be guaranteed.
- ☐ A credit card will be required and must be presented to the hotel at check in.

Any balance due for additional nights, incidental charges, additional guests, early check-in/late check-outs, and the taxes associated with these charges, will be collected by the hotel from the FVDG/DGE at check-out.

TRAVEL POLICY AND REIMBURSEMENT

Airline Travel:

Please note all DGE and adult companion's flight arrangements must be made by **Friday, March 29, 2019**. Early bookings will allow for more direct routings and flight options.

PLEASE FOLLOW PROCEDURES FOR BOOKING AIRFARE UNDER [ATTACHMENT #2](#).
The procedures will vary based upon your geographical location.

FVDG/DGE Seminar Travel 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 FVDG/DGE.
 - *Ticket reimbursement will be based upon the lowest logical standard or discounted economy class fare for the approved dates of travel.*
 - *You are required to abide by LCI's travel policy to receive reimbursement.*
 - *Any deviations to these approved dates are considered personal and any increase of airfare to extend your dates of travel is considered a personal expense. All costs related to hotel, meals and incidentals for these additional days are also a personal expense.*
- ❑ Round trip transportation between your home and home airport will be reimbursed with submission of Lions Clubs International [DGE Local Transportation Form](#) with receipts. The most up-to-date form can be found on the LCI website on the [Finance Resources page](#).
- ❑ 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 FVDG/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.*



Adult Companion Travel Reimbursement Policy

Lions Clubs International will reimburse the following travel costs for your adult companion:

- ❑ Per board policy, LCI will pay up to US\$500, if applicable, for your adult companion's travel to the FVDG/DGE Seminar and International Convention.
 - *Reimbursement is for airfare only*
 - *Checked luggage fees are considered a personal expense for the adult companion*
- ❑ Adult companions may make their flight arrangements with:
 - *Carlson Wagonlit Travel-CWT charges a ticketing fee for each ticket purchased*
 - *Travel agency of their choice*
 - *Directly with the airline*
 - *Online through a travel website*
- ❑ All adult companions are responsible for paying for their own flight arrangements at time of ticketing.
- ❑ Airlines routinely change their flight schedules and operating times for various reasons. Should the schedule change require that a new e-ticket be issued, a re-ticketing fee may be charged by the travel agency.

CWT will monitor flight reservations booked directly by their office for the FVDG/DGE Seminar. Re-ticketing fees for the FVDG/DGEs will be covered by LCI. If CWT is required to reissue a ticket for the adult companion, the re-ticketing fee must be paid by the FVDG/DGE and will be applied towards the US\$500 reimbursement for eligible adult companions. Should the re-ticketing fee and the cost of the adult companion air travel exceed US\$500, the FVDG/DGE is responsible for the difference as it is a personal expense.

- ❑ For reimbursement of up to US\$500 the DGE must submit a completed [FVDG/DGE Adult Companion Travel Expense Claim form \(Attachment #3\)](#) along with the following documents:
 - *Copy of ticketed travel itinerary including all routings, airlines, flight numbers, class of service, arrival/departure dates and times and airfare and ticket number.*
 - *Proof of purchase (a copy of your paid receipt or credit card statement)*

Claims may be submitted immediately after tickets are booked and proof of payment is received. The above documentation must be submitted to LCI's Accounting Department by **Friday, May 10, 2019**

Note: LCI prefers to make payments electronically, providing that LCI's bank permits electronic banking in your country. Please visit our [Finance page](#) to determine if you qualify for electronic reimbursements. If you qualify, please complete the appropriate direct deposit agreement form and submit to accountspayable@lionsclubs.org

AIRPORT TRANSFERS IN MILAN, ITALY

LCI will provide round trip transportation from the Milan airport (Malpensa or Linate) or Milan train station to the NH Milano Fiera or UNA Hotels Hotel Expo Fiera Milano (ATA Hotel) for you and one adult companion on the approved travel dates. Additional information regarding airport transfers will be provided in the May logistics mailing.

- ❑ To purchase transportation vouchers for additional family members, please email LCI at dgeseminar@lionsclubs.org.

OTHER MODES OF TRANSPORTATION

If you choose to travel to Milan, Italy by car, train or bus, limited expenses will be reimbursed in accordance with the Association's Reimbursement Policy.

The maximum amount of reimbursement will be 1.5 times the lowest available airfare as of April 1, 2019 provided you are accompanied by an adult companion and the total cost for companion does not exceed US\$500. If alone, single airfare will be reimbursed. If driving with another DGE, only one allowance will be reimbursed. This is inclusive of all hotel, meals, mileage or tolls en route and parking at the convention hotel. If you are considering driving to Milan, please note that parking costs at the FVDG/DGE hotels range from €10 to €12 per day. Parking fees are subject to change. A [FVDG/DGE Driving Claim](#) Form can be found on the FVDG/DGE website page as well as on the LCI website under [Finance Resources](#).

Please return the DGE Driving form to LCI's Accounting Department, along with receipts, by **Friday, July 26, 2019** for reimbursement.

* LCI does not pay/reimburse travel for the adult companion of a provisional district or an established district which has been transitional for 24 or more consecutive months. *(To request additional information regarding the status of your district, prior to proceeding with your travel arrangements, please send an email to: districtadministration@lionsclubs.org.)*

At the end of your fiscal year as district governor, if your transitional/provisional district meets the required minimum of 35 clubs and 1250 members; or shows a net membership increase of one or more, your adult companion's airfare will be reimbursed based on current policy. Please keep the receipts for your adult companion's travel, until you are notified by LCI that you are eligible for reimbursement. Adult companion travel payment is non-transferable.

Pre- or Post-Convention Travel

If you are planning a pre- or post-convention tour, please make sure your travel dates do not conflict with the approved arrival date of July 4 and departure date of July 9 for the FVDG/DGE Seminar and International Convention.

Your airfare will be reimbursed based upon the lowest logical (most direct route) standard or discounted economy class fare to/from Milan for your approved dates of travel. Any deviations to these approved dates are considered personal and any increase of airfare to extend your dates of travel is considered a personal expense. All costs related to hotel, meals, and incidentals for these additional days are also a personal expense.

For Lions who wish to explore Italy beyond Milan, consider contacting [LCI's preferred tour companies](#), including Aim Italy, Naonis Viaggi, Central Holidays/Rose Marie's Travel LLC and Goway Travel. Our preferred tour companies are destination experts who can help you plan a great pre- or post-convention tour to match your interests and budget. From cosmopolitan Rome, culinary Tuscany, to the beautiful Amalfi Coast and more, we're sure that your hardest decision will be deciding which custom tour to take!

Visit the [LCICon tour page](#) to view the suggested itineraries. Remember to book your tour early to lock-in the best price and ensure that your desired vacation tour doesn't sell out.

Local Milan Tours

[AIM Italy](#) is our official local tour partner offering Lions and their guests a wide variety of custom escorted tours to choose from during convention week. Enjoy exclusive private access to see da Vinci's masterpiece "The Last Supper", walk through the famous Duomo, see Milan via a vintage tram tour, tour the Alfa Romeo Museum, and so much more.

Visit the [LCICon local tour page](#) to view the wide selection of local tours designed exclusively for Lions. Many of these tours will sell out quickly so reserve your favorite local tours early to guarantee your spot.

FVDG/DGE SEMINAR & CONVENTION SCHEDULES FOR MILAN

Please visit our website for the [DGE Seminar schedule](#) and the [Convention schedule](#). Check regularly as the schedule is subject to change.

TRANSLATION/INTERPRETATION

The Milan FVDG/DGE program will feature energizing and informative general sessions that will be presented in English and interpreted in the following languages: Chinese, Finnish, French, German, Hindi, Italian, Japanese, Korean, Portuguese, Spanish and Swedish.



FVDG/DGEs and companions requiring translation assistance will be able to pick up their complimentary digital FM radio translation unit outside of the session room. Simply tune your radio to the designated language frequency and enjoy the sessions.

Your radio unit can be kept with you throughout your stay in Milan for use at the convention plenary sessions and more.

PERSONAL LANGUAGE ASSISTANCE

Your FVDG/DGE classroom group number (1-37) will remain the same as assigned at the Q Center in St. Charles. Following the FVDG/DGE general sessions, the FVDG/DGEs will do several activities with their classroom group while the spouses and companions will attend their special companion program.

If you will require a personal interpreter (for a language other than those specified above), the interpreter must register in advance with the FVDG/DGE Seminar Office and adhere to LCI's procedures. Please contact Penny Siwula at dgeseminar@lionsclubs.org to request a "Personal Interpreter Registration Form." The completed form and applicable fees must be returned to Penny Siwula by **Thursday, February 28, 2019**. Approval is subject to availability.

FINANCE

District Governors will need to submit expense claims during their elected year. LCI prefers to pay our District Governors by electronic payment. Please visit our website by clicking [here](#). Complete the appropriate form listed under the title “**Additional Information**” and submit it to accountspayable@lionsclubs.org. Questions regarding reimbursements should be directed to accountspayable@lionsclubs.org

PASSPORTS AND VISAS

Depending on the FVDG/DGEs country of citizenship and/or length of stay in Italy, international travelers may be required to obtain a passport and/or Visa. Passports must be signed and contain sufficient blank pages for Visa stamps. Passport expiration dates must be greater than six months beyond your stay. Please check with your local consulate for visa requirements. Attendees should plan to apply early due to the necessary processing times.

FVDG/DGE Invitation letters for international travelers are available upon request. LCI will provide an invitation letter for the FVDG/DGE and one companion. Additional family members can purchase an official invitation letter for the cost of € 25 each. Please complete the [FVDG/DGE Invitation Letter Request Form](#) and send the form to Convention@lionsclubs.org



A passport is required for U.S. citizens. See www.tsa.gov for more information.

Questions regarding the 2019 FVDG/DGE Seminar should be directed to:

Questions Regarding:	Contact	Telephone Number	Email Address
Registration/Housing Arrangements	Penny Siwula Kelly Zielinski	+1 630-468-6731 +1 630-468-7015	dgeseminar@lionsclubs.org
Travel/Flight Arrangements	Lisa Pastore Lynda Rohr	+1 630-468-7052 +1 630-468-6832	Dgetravel@lionsclubs.org
Travel Reimbursement	Laura Delgado	+1 630-468-6846	DistrictGovernorClaims@lionsclubs.org
Seminar Program Content	Cynthia Bianchi	+1 630-468-6770	Cynthia.bianchi@lionsclubs.org

MAKING CHANGES

If you need to make a change after you have sent in your registration form, simply send an email to dgeseminar@lionsclubs.org. Please submit any changes by **Tuesday, April 30, 2019.**

- »»» **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 and/or your adult companion cannot attend the 2019 FVDG/DGE Seminar and/or convention, please notify LCI immediately