



National Association of
City Transportation Officials

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Corinne Kisner
Executive Director

www.nacto.org

Lauren Craik,

Thanks to generous funding from the Barr Foundation, we are thrilled to share that you have been awarded a conference scholarship to attend Designing Cities 2023: Denver. We are able to provide you with the following:

- **Complimentary Registration** (valued at \$725)
 - We invite you to register for the Designing Cities 2023 conference by accessing the following link:
<https://events.bizzabo.com/designingcities2023/page/2490344/register?promo=NACTOBarr2023>. We are asking recipients to complete their registration **by April 21, 2023**. However, our popular walking and biking tours (WalkShops) are filling up quickly so we encourage you to register as soon as possible.
- **Airfare** (the cost of an economy roundtrip flight to Denver, CO is currently valued at around \$400 but expected to fluctuate)
 - NACTO will work with American Express GBT - Global Business Travel to book travel for scholarship recipients. We are able to cover your airfare for your trip to Denver, CO. We ask that you please fill out the spreadsheet shared with you and that you include the following details: **Legal name, date of birth, email address, phone number, departure, and return city**. Your details will be shared with American Express GBT who will then reach out and provide you with options for air travel. Please be prepared to respond to American Express within 24 hours once they share air travel options with you. You can either request a change or agree to one of the options provided. If you experience any challenges with booking your airfare, please contact NACTO's Senior Manager of Finance & Administration, Katya Tabakina at katya@nacto.org and copy events@nacto.org.
- **Lodging** (valued at \$1,106.57)
 - NACTO has booked rooms at the Hyatt Regency at the Colorado Convention Center for scholarship recipients from **Sunday, May 14 to Thursday, May 18**. You will receive an email with your confirmation number and reservation details at your email address. Through the link in that email, you may change or update your reservation to reflect your travel plans. Please note that **NACTO will only cover up to 4 nights** and will **not** cover any last-minute change fees. Any additional nights or charges related to your reservation will be charged to you.
- **Stipend**
 - We are able to offer a \$300 stipend to scholarship recipients to cover the cost of food and miscellaneous expenses for your travel dates. To receive your stipend, NACTO asks that you fill out the honorarium form provided to you and return it to events@nacto.org. Once we receive your information, our finance team will work to get you into our business payments platform, bill.com. You will be sent an electronic invitation from bill.com to receive an electronic payment directly to your bank account or via check after sharing your account information. Your information will be secure, protected with end-to-end encryption, and not visible to NACTO whatsoever.

We look forward to seeing you in Denver!

All the best,
Yadira Cabrera, NACTO
Engagement Manager