

EU-US Frontiers of Engineering Symposium  
November 18-20, 2019  
Stockholm, Sweden

## Before You Travel

### Information to make your travel and lodging arrangements

<b>Your Travel Coordinator</b>	Your assigned travel coordinator is your primary logistics contact for this meeting. Please reach out should you have any questions or need assistance. Sherri Hunter <a href="mailto:shunter@nae.edu">shunter@nae.edu</a>
<b>Authorized Travel Dates</b>	November 16-21, 2019
<b>Making Travel Arrangements</b> (NS)	<ul style="list-style-type: none"> <li>You will need to depart the US on Saturday, November 16 in order to arrive in Stockholm in time to attend the full meeting.</li> <li>Taking departing flights before 3pm on November 20 is discouraged, as participants are required to stay until the symposium ends at 12noon.</li> </ul>
<b>Hotel Reservations</b>	<p>Hotel accommodations will be arranged for your stay at the Scandic Anglais hotel according to your response on the <a href="#">travel form</a>, due <b>Friday, September 13</b>.</p> <p><a href="#">Scandic Anglais</a> Humlegårdsgatan 23 102 44 Stockholm Sweden T: +46 8 517 340 00</p> <ul style="list-style-type: none"> <li>Please do not contact the hotel directly to make a reservation.</li> <li>Your room and taxes are direct-billed to the Royal Academy of Engineering Sciences (IVA) and guaranteed for late arrival.</li> <li>You will be responsible for paying for incidental expenses with your credit card.</li> <li><b>Please notify your travel coordinator immediately of any cancellations or changes in arrival time so that they may manage expectations with the hotel and reduce potential cancellation/attrition charges.</b></li> </ul>

## While You Travel

### Meeting details and information about tracking your out-of-pocket expenses

<b>Meeting Location and Times</b>	<ul style="list-style-type: none"> <li>The meeting will be held at the Royal Academy of Engineering Sciences (IVA) , Grev Turegatan 16, 102 42 Stockholm.</li> <li>We will email you about two weeks before the symposium when the final program is posted on the symposium website.</li> </ul>
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