

## **FSMB Voting Delegates' Tip of the Month: How to Make Your Annual Meeting Arrangements**

### ***When and where will the FSMB Annual Meeting take place?***

The FSMB Annual Meeting will be held May 1-3, 2008 at the Grand Hyatt San Antonio, in San Antonio, Texas.

### ***When is the House of Delegates business meeting?***

The House of Delegates annual business meeting will take place on Saturday, May 3 beginning at 2:00 pm until *approximately* 4:30 pm.

### ***Are voting delegates reimbursed for travel expenses?***

Reimbursement of up to \$1,600 in travel expenses will be provided for each member board's president/chair (or appropriate alternate) who attends the FSMB's Annual Meeting and House of Delegates meeting as the voting delegate. **Expenses will be reimbursed according to the [Reimbursement Guidelines for Voting Delegates](#).** Please note that the maximum reimbursement amount of \$1,600 includes the purchase of a round-trip coach class airline ticket, lodging for Wednesday through Saturday nights at the host hotel, meals (when not provided) and incidentals up to \$100 per day Wednesday through Sunday. **Additionally, each delegate *must* attend the House of Delegates business meeting on Saturday afternoon in order to qualify for reimbursement.**

### ***How do voting delegates make their airline reservations?***

Special arrangements for discounted airfares have been made through the FSMB's travel agency, Sanders Travel Centre. **Travel reservations must be made through the FSMB's authorized travel agency and billed directly to the corporate account. Tickets booked elsewhere will not be reimbursed.** In order to obtain the most favorable pricing, as well as your flight and seating preferences, please complete the [Travel Reservation Form](#) and mail or fax it to the travel agency as soon as possible.

### ***How do voting delegates make their hotel reservations?***

The Grand Hyatt San Antonio is the host hotel for this year's Annual Meeting. To take advantage of the special convention rate of \$189, please call Hyatt Group Reservations at 888-421-1442. Participants must make reservations by **April 8, 2008**.

### ***How do voting delegates register for the Annual Meeting?***

A [Meeting Registration Form](#) must be completed and returned to the FSMB. Note that the registration fee is waived for voting delegates. **It is important that you complete and return the registration form to the FSMB as soon as possible so that preparations can be made for your attendance.** For a preview of the program agenda, or to register online, you may refer to the FSMB's website at [www.fsmb.org](http://www.fsmb.org).

### ***What is the reimbursement process for voting delegates?***

Upon arrival at the meeting, you will receive an expense report form with your registration materials. In order to expedite the reimbursement process, please

remember to attach all receipts for single item expenses and to give explicit details of expenses incurred. **Daily expenses must be itemized. The FSMB does not reimburse on a per diem basis.**

***Who should the voting delegate contact for other questions?***

We look forward to your participation at the FSMB's 2008 Annual Meeting. Should you have any questions, please do not hesitate to contact Deanne Dooley, executive administrative assistant for Meetings and Travel Planning, at (817) 868-4086 or [ddooley@fsmb.org](mailto:ddooley@fsmb.org).