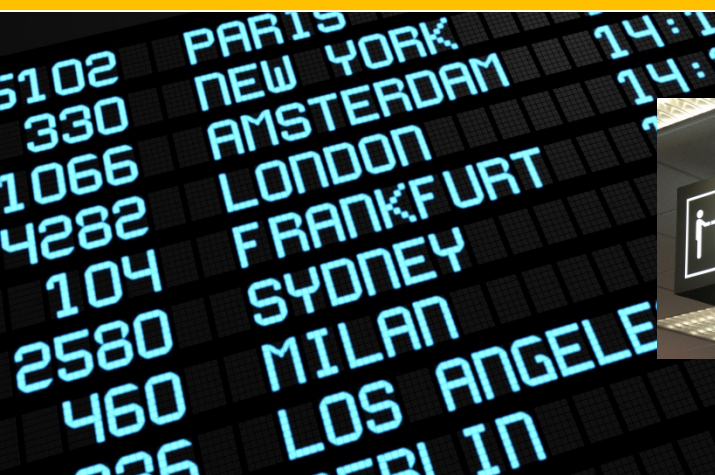


TRAVEL BOOKING GUIDE FOR SARDEK LOVE



Infinity Consulting and Training Solutions (ICTS)

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Manassas, Virginia 20108
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ICTS is on Social Media:

Linked In: www.linkedin.com/in/sardeklove
Twitter: www.twitter.com/splove1
Facebook: www.facebook.com/sardek.love
YouTube: <http://bit.ly/gi0hhH>
Blog: www.Think2SuccessNow.com





Thank you for booking Sardèk Love as your speaker / consultant / trainer and giving Sardèk and his team the pleasure to serve and help you create a memorable, once-on-a-lifetime event!

- Once your booking is made, we will hold the date of your event on our calendar.

Events in the United States:

In general, Sardèk arrives the day before your event takes place and departs no later than the day following his presentation. This can be changed on a case-by-case basis (for example to accommodate for bad weather that may lead to flight delays).

Events outside the United States:

To accommodate for time zone differences and travel time, *Sardèk* arrives at least 2 days before your event takes place and departs no later than the day following his presentation. International flights and / or total flying time of 6 hrs. or more will be booked in Business Class.

- Sardèk's fees and payment of those fees are discussed in confidence prior to the booking being made.
- Soon after your booking, Sardèk will send you his *Pre-event Questionnaire* to complete, so that he may customize your program for your audience and learners' needs.
- Although your organization will purchase Sardèk's e-ticket for air travel, Sardèk's team will research the best itinerary to work within his travel schedule. We will email you his requested itinerary for your travel department to book and confirm.

Sardek P. Love, President and Founder
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- Once this is complete, Sardèk will provide you with the following travel information for air, ground transportation, hotel accommodations, and meals.

Air:

- Frequent flyer number for the reservation
- Seating preference: Aisle, far forward in aircraft
- Sardèk flies out of Washington Dulles International Airport (IAD), however other airports may be considered / required depending on Sardèk's schedule and location at the time of your event.

Ground Transportation:

U.S. Domestic Events:

- For all mainland engagements clients are asked to cover the costs of a mid-size rental car from the day of arrival through departure.

International Events:

- For all international engagements clients will book and cover the costs of transportation upon arrival into the country and for the duration of his stay. This includes professional transport services to and from the airport to the hotel and back.

Hotel Accommodations:

- Hotel membership numbers will be supplied by Sardèk and / or his team; i.e. Marriott Rewards, Hilton Honors, Starwood Preferred, etc. Sardek prefers to stay in Hilton properties whenever possible.
- Non-smoking room, King, or two Queen-size beds
- Business-friendly hotel (restaurant, high speed internet services, business office, etc.)
(Note: In the event of late night departures after a client event, the client is expected to cover the costs for the hotel room until 3 hours before his flight.)

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Meals:

Sardèk's meals are often handled with an easy-pay per diem, allotted by the client, rather than submission of receipts and additional accounting. Specifics of the per diem will be confirmed and agreed upon in the contract with the client.

Please discuss any specific questions you may have regarding Sardèk's travel arrangements with Sardèk directly at 540-520-5733 or email: splove@ictscorp.com

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