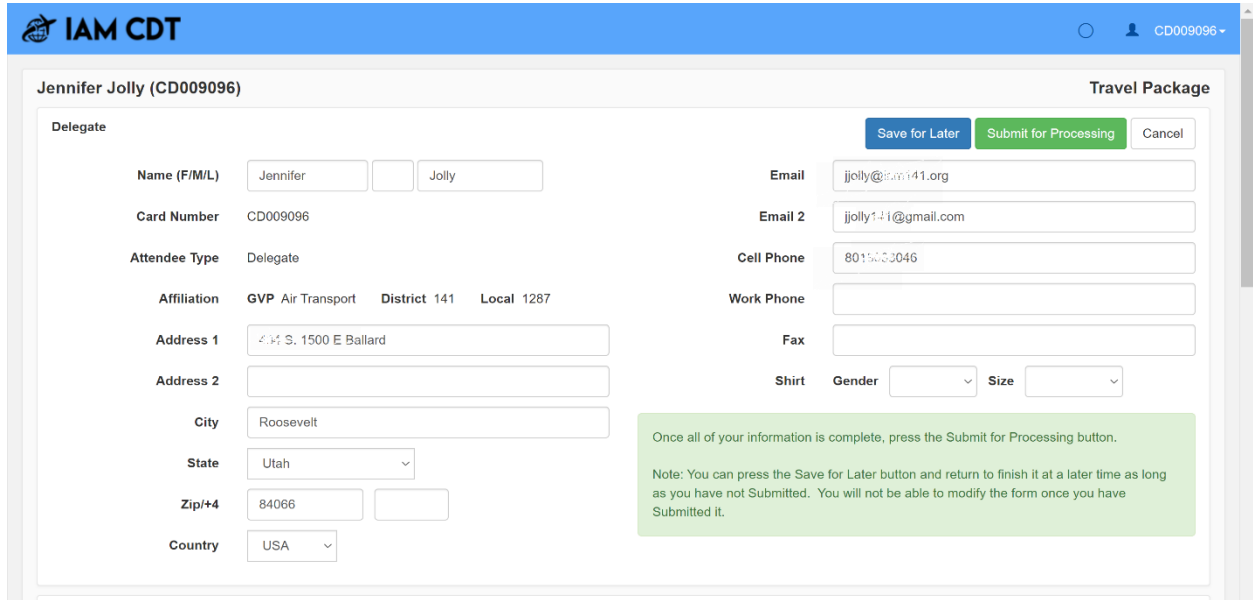
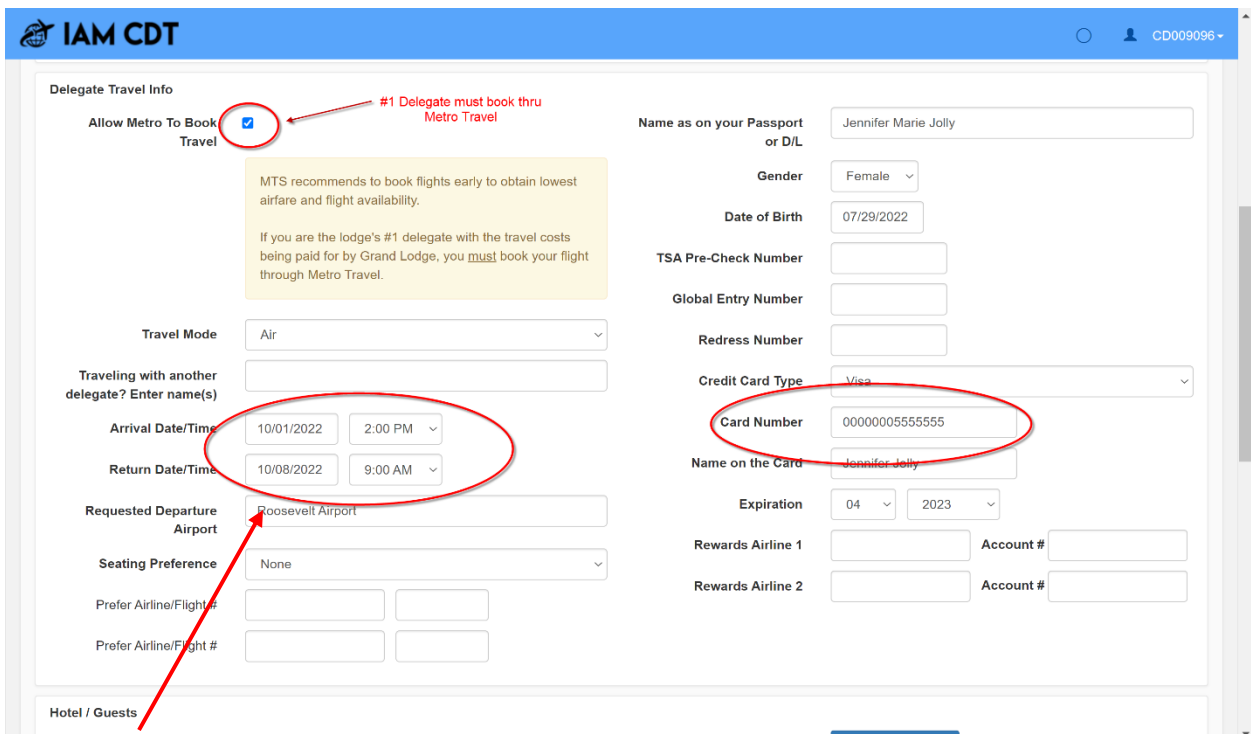


Convention Delegate Travel System (CDT)

1. Log into CDT.iamaw.org with the login information sent to the email address provided on the official Delegate form. Ensure email is not in the spam and junk folders. If the email has not been received, contact the GST's Office at 301-967-4700.
2. Once logged in, update any missing information such as cell phone, shirt size, etc.



3. In the Delegate Travel Section, the “Allow Metro to Book Travel” box **must** be selected. Additional fields will appear that must be completed, including credit card and hotel information. The Delegate whose travel will be reimbursed by the GL **must** select the box.



If not utilizing Metro Travel to book travel accommodations, travel dates/times are still required in order for the Grand Lodge to coordinate Delegates' arrival times with the hotel and avoid congestion at the reception desk.

Delegate Travel Dates: **ARRIVAL: Saturday, 10/1/2022 and DEPARTURE: Saturday, 10/8/2022.** You can select your preferred travel times. Any variance from these travel dates must be approved by your Local Lodge.

4. Guest Travel: To add a guest(s), you must first complete the Delegate travel profile and **Save for Later**. This will enable the "Add Guest" option to add guests.

Metro Travel will do their best to make the flight arrangements together. Guests are assumed to be sharing the same hotel room.

The screenshot shows the IAM CDT travel booking interface. At the top, there is a blue header with the IAM CDT logo and a user ID 'CH091917'. Below the header, there are several sections: 'Prefer Arrival Airline/Flight #', 'Prefer Return Airline/Flight #', and 'Hotel / Guests'. The 'Hotel / Guests' section is highlighted with a red circle. Below this section, there is a yellow box containing text: 'Hotel will hold \$150.00 on the guest's credit/debit card at check-in for incidentals. This hold will release after the guest checks out. It could take 5 to 7 business days for the credit to appear back on the guest's card depending on their banking institution. Present Hilton Honors upon check in.' To the right of this box, there are fields for 'Credit Card Type', 'Card Number', 'Name on the Card', and 'Expiration'. Below these fields is an orange button labeled 'Click For Hotel Info'. At the bottom of the 'Hotel / Guests' section, there are 'Requested Hotel Dates' with 'Arrival' and 'Return' sub-sections, and a 'Guests' section with a green 'Add Guest' button highlighted by a red circle. An 'Edit' button is located at the bottom left of the form.

Hotel Accommodations:

Hotel accommodations are **required** to be booked through Metro Travel, regardless if air travel is booked through Metro Travel or booking our own travel arrangements.

Frequently Asked Questions

1. What are the travel dates?

Plan to arrive on October 1, 2022 and depart on October 8, 2022.

2. What are the dates of the Grand Lodge Convention?

Convention dates will be October 2-7, 2022.

3. What are the hotel check-in and check-out dates?

Plan to check in October 1st and checkout October 8th. Hotel accommodations are being handled by Metro Travel.

4. How do I book my airfare?

If you plan to utilize Metro Travel to book your airfare, ensure you select the box "Allow Metro to Book Travel" and complete your CDT user profile and provide the requested information.

As a reminder, the Reimbursed Delegate **must** book their airfare with Metro Travel. If not utilizing Metro Travel services for airfare, Delegates are responsible for their own travel arrangements.

5. I have made my own flight arrangements. How do I book my hotel?

All delegates must complete and submit their CDT profiles in order for Metro Travel to book hotel accommodations.

6. How do I register for the Grand Lodge Convention?

All approved Delegates will receive a Welcome Email with a username and password. The email will be sent from the ***Convention Travel email address***.

7. Can I arrive before October 1st and can I depart after October 8th?

If booking airfare with Metro Travel, airfare can be purchased for any days prior to October 1st and after October 8th. However, Metro travel can only book hotel accommodations starting from October 1st through October 8th.

8. I am the Reimbursed Delegate, do I have to pay for travel?

No, travel will be covered for the one Reimbursed Delegate by the Grand Lodge. However, hotel accommodations will not be covered by the Grand Lodge. Check with your Local Lodge/District Lodge on hotel costs and reimbursements.

9. I submitted my form. When will I get a confirmation email?

Once your CDT profile has been "Submitted for Processing" Metro Travel will receive your travel and hotel request and they will commence the airfare and hotel accommodations... You will receive an email with an itinerary for your approval before any charges are made on your credit card.