



Leadership Fellows Program

Leadership Fellows Program Important Contact Information

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CorpTrav Travel Agency
CorpTrav is the AAOS's travel agent. All travel for the LFP should be booked through CorpTrav.
Web: <http://wcp.getthere.net/corptravelonline>
Phone: (800) 318-3846

Important Items to Remember

1. Respond quickly to meeting notices. The Academy sends meeting notices out via email from committees@aaos.org. Please add this address to you contacts to avoid having the messages filtered out of your inbox.
2. Always use CorpTrav (800-318-3846 or <http://wcp.getthere.net/corptravelonline>) to book your airline reservations.
3. Be sure to carefully read the AAOS Travel Policy
4. Remember to make your airline reservations 21 days prior to your departure date. **If you make your reservation less than 21 days prior, we will only reimburse for the 21 day advanced fare.**

Leadership Fellows Program (LFP) Meetings

LFP meetings are normally scheduled in conjunction with an AAOS meeting to provide you with additional exposure to the Academy's functions. Prior to each Academy meeting, you will receive a "Meeting Notice" email from the AAOS. When you complete and return the "Meeting Notice" to the AAOS, our Convention and Meeting Services Department will make your hotel reservation and all room fees will be charged to a master account. Upon check-in at the hotel, you will be asked to provide a credit card to cover any incidental expenses, which will be charged to you directly. These incidentals can be submitted for reimbursement per the AAOS Travel Policy.

NOTE: There is a different procedure for the National Orthopaedic Leadership Conference (NOLC) in April and the AAOS Fall Meeting in October. You will receive emails of information for these two meetings. You will be expected to make your own housing reservations and to complete your own online meeting registration for these events. The Academy does not reimburse for the Annual Meeting.

You are expected to make your own airline reservations for each meeting and mentor site visit. The AAOS Travel Policy requires a **21-day advance purchase** (before your travel dates). CorpTrav is the official travel agency of the AAOS. Experient provides discounts to the Academy based on our high volume of travel, so we encourage you to use them when making your reservations. CorpTrav also directly bills the Academy for your airline ticket so you do not have to incur any out-of-pocket expenses.

You will receive an expense voucher for each LFP meeting you attend. **Original detailed receipts are required for each travel expense item that is \$25 or more, including taxi fares. You are encouraged to obtain receipts for all expenses.** If you pay for meals or transportation for other LFP individuals, please include their names with your voucher and on the receipt. The AAOS tracks all purchases for each individual.

LFP Class of 2012-2013

Program Schedule

Annual Meeting – San Francisco, CA

LFP Sessions: Friday, February 10, 2012

- LFP Orientation: Friday, February 10 (6:00 AM – 7:30 AM). Orientation for newly selected LFP Fellows who will be introduced to their Mentors. Past LFP members also attend and share their experiences.
- LFP Reception: Friday, February 10 (5:30 PM – 6:30 PM). For all LFP participants, past and present.

Leadership Orientation - Rosemont, IL

7:30 AM, Thursday, March 1 to 12:00 PM, Saturday, March 3, 2012

- Thursday, March 1 - LFP Fellows and Mentors will participate in the AAOS Leadership Orientation Program and take part in a separate LFP session.
- Friday, March 2 to Saturday, March 3 - LFP Fellows and Mentors will participate in LFP sessions on leadership, diversity and media training.

National Orthopaedic Leadership Conference (NOLC) - Washington, DC

12:00 PM Wednesday, April 25 to 3:00 PM, Friday, April 27, 2012

- LFP Fellows and Mentors will participate in the advocacy process, Capitol Hill visits, and Board of Councilors meeting. Fellows and Mentors will also take part in a separate LFP Session “Communication Skills Mentoring Program” on Friday, April 27.

The AOA Leadership Series (LFP Fellows Only) – Northwestern University, Evanston, IL

11:30 AM, Friday- Sunday, 2012 (date TBD)

AAOS Fall Meeting – Seattle, WA

7:00 PM, Thursday, October 18 to 11:00 AM, Sunday, October 21, 2012

- The LFP Fellows and Mentors will participate in the Board of Councilors meeting. Fellows and Mentors will also take part in separate sessions on “Leadership Discussions,” and an “LFP Evaluation Session.”

Annual Meeting – Chicago, IL

LFP Sessions: Friday, March 22, 2013

- LFP Orientation: Friday, March 22 (6:00 AM – 7:30 AM). Orientation for newly selected LFP Fellows who will be introduced to their Mentors. Past LFP members also attend and share their experiences.
- LFP Reception: Friday, March 22 (5:30 PM – 6:30 PM). For all LFP participants, past and present.

AAOS Travel Policy

The AAOS Travel Policy is available through the following link <http://www.aaos.org/member/mbrsvc/travpol.asp>. Please review it carefully. Listed below are some highlights from the Policy:

- Original detailed receipts are required for each travel expense item that is \$25 or more, including taxi fares, but the traveler is encouraged to obtain receipts for all expenses.
- Car rentals and limousines are highly discouraged for meetings where transportation (cabs and shuttles) is readily available. Hotel shuttle vans and taxis are the preferred mode of ground travel. Small groups who find that car rental is the most cost-effective option should contact Deena Rawlings (rawlings@aaos.org), AAOS Meetings Coordinator, for complementary or discounted rentals.
- You are also expected to make your own airline reservations 21 days in advance of the meeting. **If you make your reservation less than 21 days prior, we will only reimburse for the 21 day advanced fare.** By using CorpTrav, the Academy is directly billed for your airline ticket. You do not have to pay upfront.
- You are expected to dine with the group where meals are being provided. The AAOS will reimburse individuals for meals at a rate of \$125 per day (including drinks and gratuities). **AAOS will not reimburse for meals taken in lieu of AAOS-provided or sponsored meals.**

CorpTrav Travel Agency

CorpTrav Travel Agency is the official travel agency for the AAOS. To make your airline reservations for any LFP meeting, follow the instructions below on registering for the Teleport online reservation system.

You may also contact CorpTrav (at least **21 days prior to the meeting date**) by phone at (800) 318-3846.

Online Reservations

Important: If you have not registered with CorpTrav online reservations you must pre-register:

Go to: <http://wcp.getthere.net/corptravelonline>

Click on Create Account

Enter site ID: aaos

Enter password key: aaos1

You will be required to complete a brief travel profile. A second more complete personal travel profile will also be required to begin booking on CorpTrav online.

If you have already pre-registered, go to:

CorpTrav online: <http://wcp.getthere.net/corptravelonline>

Enter User ID: (use your email address)

Enter Password

When CorpTrav reservations asks what **code to charge** the ticket to, use the **Leadership Fellows Program code of 5609-5851**. *Tickets will not be issued without the proper code.*

LFP Fellow/Mentor Site Visit

The AAOS will pay for the travel expenses for either you or your mentor to make one site visit for up to two nights. Please complete the form below and return it to the Academy office as soon as you finalize your travel plans. Your travel itinerary must be booked by you or your mentor as appropriate through CorpTrav. **Feedback from past LFP fellows expressed benefits in planning the site visit during the first half of the year. We strongly encourage you to plan your travel in the first six months of the LFP class year.**

LFP Fellow Name _____

Mentor Name _____

LFP Fellow or Mentor Institution to Visit _____

Date(s) of Scheduled Visit _____

PLEASE EMAIL Erickson@aaos.org or FAX COMPLETED FORM TO 847-823-8027 AS SOON AS YOUR TRAVEL ARRANGEMENTS ARE MADE.