The PhD Project Conference – FAQ's

Conference Related Questions

1. **What are the conference dates?** The conference begins on March 24 and ends on March 25th at approximately 2:30pm. Refer back to your invitation for a complete agenda

2. **What dates should I book my air travel?**
Arrival: Session begins at 12 noon. The PhD Project will cover 1 night hotel stay. Registration opens at 11am and lunch will be available at 11:30 am on March 24th.
Depature: Event ends on March 25 at 2:30pm. All air travel should be scheduled for departure after 4:00pm, to allow for time to arrive at the airport.

3. **Where do I find my air line ticket?** After booking your flight online American Express Travel will send you an email with your flight itinerary. This includes your flight information and a Record Locator #. You will need this information to print out your e-ticket at the airport kiosk.

4. **Will ground transportation be provided at the Chicago O'Hare airport to hotel?** Ground transportation to and from your home airport is your responsibility. The Hyatt Regency O'Hare, located 3 miles from O'Hare airport, provides free shuttle service to and from Chicago O'Hare Airport. Please go to the ground transportation/shuttle area once you arrive at the airport. If you arrive through Mid-Way Airport you would be responsible for ground transportation. **RECOMMENDED: BOOK FLIGHTS THROUGH CHICAGO O'HARE**

5. **Should I plan to bring to the conference CVs, resumes, bios, transcripts, etc.?** It's not necessary to bring a "press kit' to the conference. If you wish, you can bring a personal copy of you of these items (transcript, CV/resume, working copy of your personal statement) for your own reference, so that as you receive information during the plenary session (e.g., "Secrets of a Successful Applicant"), you will have a point of reference on where you stand and what adjustments/augmentations you will need ot make to your applicaton documents.

    The PhD Project will provide business cards for you that say "Prospecitve Doctoral students" so that you may provide that to the university representatives.

6. **Can I bring a guest to the conference?** No guests are allowed during the conference at the meal functions or sessions!

7. **What is the cost for a single room?** The rate is $208+tax per night.
Please note that The PhD Project provides 1 complimentary hotel night. Attendees who request an additional night will be required to pay 100% of The PhD Project negotiated room rate for covered nights equaling $208.00 per night plus tax. If you have already been approved for an additional night then no further action is needed.

8. **For which expenses am I responsible?** All ground transportation to and from airports, airline baggage fees, and any incidental charges incurred at the hotel.

9. **If I drive to the conference, what expenses are reimbursable?** The PhD Project will reimburse mileage and tolls to and from hotel and parking (at the conference hotel). **Maximum of $250.00 to include mileage reimbursed at the IRS rate, parking and tolls.** We do not reimburse for gas, rental car fees or wear and tear on the car.

10. **How can I share on my social platform that I was selected for the conference?** Please use this link https://bit.ly/3ZjFEnX to access the template on Canva. You can update the picture, add your name and share a bit about yourself in the title/university name section.

11. **Does the conference have a hashtag?** Yes, please use #PathtoPhD23 #MyPhDJourney #ThePhDProject when sharing your participation about the conference

12. **How can I connect with attendees and presenters before, during and after the conference?** Join the 2023 PhD Project LI group page: https://www.linkedin.com/groups/12787674/

13. **Is there a website for the annual conference?** Yes, we will share shortly the link to the annual conference where you can see a listing of all those selected to attend, presenters and university representatives.

Modification/Cancellation Questions

14. **To modify or cancel registration information:** Access the website URL from the Registration Confirmation email, enter your Confirmation Code, when prompted. (You can copy & paste the Confirmation Code). Once you've completed your change(s), you will receive an updated request acknowledgement email. The registration fee of $200 is non-refundable.

15. **If you cannot locate your Registration Confirmation Code e-mail**, contact KPMG Meeting registration at us-nssemssupportctr@kpmg.com or (201) 307-8488 and reference the meeting number. *Please do not contact the hotel directly as they will **not** be able to modify or cancel your hotel reservation.*

16. **To modify/cancel airline reservations:** Call KPMG Group Travel Services at 669-210-8109. Please note: **C*hanges in your travel arrangements resulting in additional costs will be charged to your personal credit card. The PhD Project will not cover any additional costs.***