



# MasterMinds: A PLTW Master Teacher Conference Travel Guidelines and FAQ

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## Registration

Registration Opens	Registration Closes
March 29, 2023	August 31, 2023
Complementary	

Attendees receive:

- Access to all breakout sessions and general sessions.
- Two breakfasts, two lunches, one evening dinner reception, and four coffee/snack breaks.

## Health and Safety Guidelines

- MasterMinds: A PLTW Master Teacher Conference registrants must follow all federal, state, and local guidelines in place at the time of the event as well as any requirements and/or protocols issued by registrant's employer.
- Unless it is required by local law or order, fully vaccinated registrants are no longer required to wear face coverings or engage in social distancing in indoor or outdoor areas of the Sheraton Dallas Hotel. The hotel may ask that all unvaccinated registrants wear face coverings and practice social distancing when they are in public spaces inside the hotel.
- MasterMinds: A PLTW Master Teacher Conference registrants must follow all event guidelines. Current guidelines can be found on the event website and are subject to change.

## Cancellation Policy

If you need to cancel your MasterMinds: A PLTW Master Teacher Conference registration, you must submit a cancellation request in writing to [solutioncenter@pltw.org](mailto:solutioncenter@pltw.org).

- Include "MasterMinds: A PLTW Master Teacher Conference Cancellation Request –Name of Registered Guest" in the subject line.
- Your hotel reservation does not automatically cancel when you cancel your registration for MasterMinds: A PLTW Master Teacher Conference. You are responsible for canceling your hotel reservation.
  - Use the links or instructions in your hotel confirmation email to cancel your reservation.

All registration cancellations must be received by August 31, 2023 at 11:59 p.m. CT.

## Location

MasterMinds: A PLTW Master Teacher Conference is taking place at the Sheraton Dallas Hotel.

[Sheraton Dallas Hotel](#)

400 North Olive Street  
Dallas, TX 75201  
214-922-8000

## Agenda

The MasterMinds: A PLTW Master Teacher Conference agenda includes general sessions, breakout sessions, networking events, and meals.

**Agenda:**

- Thursday, Sept. 21, 2023 (*Event kicks off at 1 p.m. ET*)
  - General session
  - Breakout sessions
  - Networking dinner
  - Meals include an afternoon snack and dinner.
- Friday, Sept. 22, 2023
  - General session
  - Breakout sessions
  - Meals include breakfast, a morning snack, lunch, and an afternoon snack.
- Saturday, Sept. 23, 2023 (*Event concludes at 2 p.m. ET*)
  - General session
  - Breakout sessions
  - Meals include breakfast, a morning snack, and lunch.

*\*The agenda is subject to change without notice. Additional details will be released closer to the event.*





## Air and Ground Transportation

PLTW is covering your transportation to/from MasterMinds: A PLTW Master Teacher Conference. You're responsible for making your arrangements and adhering to the travel, reimbursement, and booking guidelines.

- PLTW uses a travel reservation system, Concur to select from flight options to ensure the fewest connections, based on approved travel times, within the approved pricing parameters.
- When booking air travel in Concur, you will use the PLTW Training credit card as payment.

### General Air Travel Parameters:

- Roundtrip flights should not exceed a fare of \$600.00.
- If the roundtrip airfare selected is within \$200 of the least expensive airfare available, and does not exceed \$600, you may select the flight.
- Airfare reservations are limited to coach/economy tickets.
- If flight options require you to arrive on Wednesday, September 20 and/or depart on Sunday, September 24, please email [training@pltw.org](mailto:training@pltw.org) for written approval to cover these hotel nights. If you do NOT receive written approval prior to Wednesday, September 20 and/or Saturday, September 23, then you will be responsible for payment of those hotel nights.
- If air travel is not possible the night that the event ends, please reserve an additional night of lodging and the earliest convenient flight the following day. **This accommodation must be approved in writing by the PLTW Training Operations Team prior to booking your travel.**
  - To request approval please email your request to [training@pltw.org](mailto:training@pltw.org) and provide:
    - The name of your home airport.
    - Rationale for reserving an additional night of lodging.
    - Details of the Sunday morning flight you plan to book if the request is approved.
- Standard baggage fees are reimbursed for up to two bags. PLTW will not reimburse for overweight or oversized baggage.
- Other optional fees related to travel, including but not limited to upgrades, early check-in, airline lounge access, etc., are not reimbursable by PLTW.
- All requests to book air travel outside of Concur must be approved by the Training Operations Team prior to booking. To request approval please email your request to [training@pltw.org](mailto:training@pltw.org) and provide:
  - The name of your home airport.
  - Rationale for reserving an additional night of lodging.
    - Details of the Sunday morning flight you plan to book if the request is approved.



### How to Book Air Travel via Concur:

You need the following personal information to book your air travel reservation with Concur:

- Concur Username and password – provided in the email from [communications@pltw.org](mailto:communications@pltw.org) on March 29, 2023.
- Full Legal Name (as shown on your government-issued ID)
- Date of birth (MM/DD/YYYY)
- Gender (required by airlines)
- Email (please provide the same email you use to log into myPLTW)
- Mobile phone number
- Home airport (provide city/state name and airport code)

An Uber code will be provided for transportation to and from DFW or DAL and the Sheraton Dallas Hotel. Tips within the Uber code should be limited to 20%. Please note that rental cars will NOT be reimbursed. If Uber is unavailable, PLTW will reimburse for another shared transportation service including taxis, Lyft, or public transportation.

### Driving and Parking

- If you choose to drive rather than fly, PLTW will reimburse you at the prevailing federal reimbursement rate up to 275 miles each way. Mileage reimbursement is inclusive of all fixed and variable costs of operating an automobile including, but not limited to, gasoline, oil, repairs, tag, insurance, and depreciation.
- Requests for driving expense may be submitted through Concur and should include event dates and a completed Concur Mileage Calculator indicating your starting and ending locations.
- If Master Teachers choose to carpool, PLTW will only reimburse the driver for mileage.
- If you book a flight and choose later to drive to the event, PLTW will not reimburse any driving-related expenses.

If you drive your personal vehicle to the Sheraton Dallas Hotel, PLTW will reimburse your self-



parking charges. PLTW will not reimburse for valet parking.

**Parking costs (subject to change):**

- Sheraton Dallas Hotel
  - Self-parking: \$30 per day plus tax

## Hotel Accommodations

PLTW has reserved a hotel guestroom block for MasterMinds: A PLTW Master Teacher Conference and will cover the costs of your room and tax the nights of Thursday, September 21 and Friday, September 22, 2023. If flight options require you to arrive on Wednesday, September 20 and/or depart on Sunday, September 24, please email [training@pltw.org](mailto:training@pltw.org) for written approval to cover these hotel nights. If you do NOT receive written approval prior to Tuesday, September 19, then you will be responsible for payment of those hotel nights. The room block closes on Aug. 31, 2023 at 11:59 p.m. CT.

To request approval please email your request to [training@pltw.org](mailto:training@pltw.org) and provide:

- The name of your home airport.
- Rationale for reserving an additional night of lodging.
- Details of the Wednesday and/or Sunday flight you plan to book if the request is approved.

You are responsible for making your hotel reservations by selecting the link embedded in your registration overview directly after you complete your registration. **You must provide a credit card to confirm your reservation.** Your card will only be charged if you extend your stay, charge incidentals to your room, or if there is a "no-show" fee for your reservation.

You will receive a confirmation email from the hotel after you complete your reservation.

- The email will come from the Sheraton Dallas Hotel, not PLTW. Please check your spam or junk folder if you don't receive the email within 30 minutes.
- The email includes links and instructions to modify or cancel your reservation.

### Sheraton Dallas Hotel

400 North Olive Street  
Dallas, TX 75201  
\$239 plus tax, per night

Your hotel reservation includes:

- Complimentary fitness center
- Complimentary bottled water
- Complimentary guest room internet for all Bonvoy Members (you may sign up online in advance of your stay or at the front desk upon arrival)

### Marriott COVID-19 Protocols and Practices:

Marriott has released a full description of protocols and elevated practices in response to the COVID-19 pandemic. You can access the information for the Sheraton Dallas Hotel [here](#).

### Hotel Check-in and Check-out Times:

- Check-in time: 3 p.m. CT
- Check-out time: 12 p.m. CT

## Meals

Meals are provided per the MasterMinds: A PLTW Master Teacher Conference agenda. You are responsible for meals outside of the ones listed below

Day	Meals provided
Thursday, Sept. 21	Afternoon snack Networking Dinner
Friday, Sept. 22	Breakfast Morning snack Lunch Afternoon snack
Saturday, Sept. 23	Breakfast Morning snack Lunch

## Expenses Not Covered by PLTW

Non-reimbursable expenses included, but are not limited to, the following:

- Substitute teachers for school days missed.
- Add-on airline fees, including but not limited to, upgrades, airline lounges, etc.
- Fees for flight changes that are initiated by the individual and not due to a change in the event schedule.
- Costs for ground transportation unrelated to travel to and from the venue.
- Mileage, tolls, parking costs, and/or rental car expenses if PLTW pays for your flight and you decide later to drive a personal or rental car.
- Tolls, mileage, and parking related to travel from your home to the airport.
- Personal expenses unrelated to the business purpose of the travel, such as, but not limited to, in-room, in-car, or in-flight entertainment (i.e. sporting events, movies, games, XM/Sirius radio, in-flight internet access, etc.)
- Personal expenses such as clothing, laundry service, luggage (in excess of two [2] standard bags), toiletries, etc.
- Miscellaneous supplies.
- Incidental charges billed to a guestroom during your stay, including but not limited to, room service, internet, laundry, phone calls, etc.



- Hotel accommodations for an extended stay unless it's pre-approved in writing by the PLTW Training Operations Team.
- A hotel stay that is not at a designated PLTW hotel.
- Meals purchased in lieu of the meals provided during the event. If an individual decides to purchase a meal, he/she does so at his/her own expense.
- Daily meal allowance. You are responsible for any additional meals beyond those provided by PLTW during the conference.
- PLTW will not reimburse or provide meals for anyone other than a registered participant.
- Hotel or car "no show" fees.
- Loss or theft of personal funds or property.
- Car washes and detailing.
- Expenses incurred by companions/family members.

## Reimbursement Process

- Reimbursement requests must be submitted through Concur within five (5) business days of the completion of event.
- The Report Name must include the event location and dates.
- Receipts are required to be attached to transactions within Concur, except for the following:
  - Mileage – must be documented using the Mileage Calculator provided within Concur.
- Reimbursement requests submitted through Concur will be processed as follows:
  - Review and approval of your report will be completed within 10 business days.
  - Once approved, your reimbursement payment will be issued within 10 business days.
  - If anything is missing or inaccurate, the reimbursement timeline will be extended.

## Frequently Asked Questions

### When and where is MasterMinds: A PLTW Master Teacher Conference?

MasterMinds: A PLTW Master Teacher Conference takes place Sept. 21-23, 2023. It is being held at the Sheraton Dallas Hotel.

#### **Sheraton Dallas Hotel**

400 North Olive Street  
Dallas, TX 75201

Due to the nature of this event, MasterMinds: A PLTW Master Teacher conference will not be offered virtually.

### What is MasterMinds: A PLTW Master Teacher Conference?

MasterMinds: A PLTW Master Teacher Conference is an event exclusively for PLTW Master Teachers. The event is a time for celebrations, professional development, and creating space for



innovation and feedback.

### **Who Should Attend MasterMinds: A PLTW Master Teacher Conference?**

This event is exclusively for PLTW Master Teachers.

### **What is the agenda for the MasterMinds: A PLTW Master Teacher Conference?**

The in-person agenda is as follows:

#### **Agenda:**

- Thursday, Sept. 21, 2023 (*Event kicks off at 1 p.m. ET*)
  - General session
  - Breakout sessions
  - Networking Dinner
  - Meals include an afternoon snack and dinner.
- Friday, Sept. 22, 2023
  - General session
  - Breakout sessions
  - Meals include breakfast, a morning snack, lunch, and an afternoon snack.
- Saturday, Sept. 23, 2023 (*Event concludes at 2 p.m. ET*)
  - General session
  - Breakout sessions
  - Meals include breakfast, a morning snack, and lunch.

*\*All agendas are subject to change without notice. Additional details will be released closer to the event.*

### **What are the registration fees?**

Registration is complimentary for PLTW Master Teachers attending the MasterMinds: A PLTW Master Teacher Conference.

### **What expenses will be covered by PLTW?**

- PLTW will pay for your roundtrip flight to/from Dallas, Texas (see additional details above)
- Uber code will be provided for transportation to and from DFW or DAL and the Sheraton Dallas Hotel.
- We will reimburse mileage to/from Dallas, Texas if you are driving your personal vehicle.
- We will reimburse hotel self-parking charges if you are driving your personal vehicle.
- PLTW will pay for hotel room and tax for the nights of Thursday, September 21 and Friday, September 22.
- If flight options require you to arrive on Wednesday, September 20 and/or depart on Sunday, September 24, please email [training@pltw.org](mailto:training@pltw.org) for written approval to cover these additional nights. If you do NOT receive prior written approval for Wednesday, September 20 and/or Saturday, September 23, you will be responsible for payment of those nights.

### **How will my hotel room expenses be covered?**

PLTW will cover your room night fee and any applicable taxes on Thursday, September 21 and

Friday, September 22. If flight options require you to arrive on Wednesday, September 20 and/or depart on Sunday, September 24, please email [training@pltw.org](mailto:training@pltw.org) for written approval to cover these additional hotel nights. If you do NOT receive prior written approval for Wednesday, September 20 and/or Saturday, September 23, you will be responsible for payment of those hotel nights.

To request approval please email your request to [training@pltw.org](mailto:training@pltw.org) and provide:

- The name of your home airport.
- Rationale for reserving an additional night of lodging.
- Details of the Wednesday and/or Sunday flight you plan to book if the request is approved.

During your registration process, you will make your hotel reservation at the Sheraton Dallas Hotel. A credit card number will be required to secure your reservation. Your card will only be charged if you extend your stay, charge incidentals to your room, or if there is a "no-show" fee for your reservation.

### **Is there a mobile app for MasterMinds: A PLTW Master Teacher Conference?**

Yes, guests will receive more information about the MasterMinds: A PLTW Master Teacher Conference mobile app at least one week prior to the event start date. The app contains helpful information, including the agenda, workshop session details, general updates, and more.

### **When does the room block close?**

The room block closes on Thursday, Aug. 31, 2023 at 11:59 p.m. ET.

### **Can I request a specific guestroom type?**

Yes, you can request a specific room type or an ADA-accessible room when you make your hotel reservation. Room types are subject to availability.

### **Can I extend my stay?**

You can request an early arrival or late departure date when you make your hotel reservation during registration, pending hotel availability.

If you would like to extend your stay, you will be responsible for room, tax, and incidentals for nights outside of Thursday, September 21 and Friday, September 22. Upon arrival at the hotel, you are responsible for providing the payment method for those nights at check-in.

### **What are the health and safety guidelines for attending MasterMinds: A PLTW Master Teacher Conference?**

- MasterMinds: A PLTW Master Teacher Conference registrants must follow all federal, state, and local guidelines in place at the time of the event as well as any requirements and/or protocols issued by registrant's employer.
- Unless it is required by local law or order, fully vaccinated registrants are no longer required to wear face coverings or engage in social distancing in indoor or outdoor areas of the [Sheraton Dallas Hotel](#). The hotel may ask that all unvaccinated registrants wear face

- coverings and practice social distancing when they are in public spaces inside the hotel.
- MasterMinds: A PLTW Master Teacher Conference Registrants must follow all event guidelines and these guidelines are subject to change. Current guidelines can be found on the event website.



