

El Sol Travel / American Express is fully informed on the CIES Western Region Conference and eager to assist you with coordinated travel arrangements, as well as, any pre or post conference tours by ASU.

RESERVATION INFORMATION

El Sol Travel, Inc. / American Express
Monday thru Friday 7:00am-5:00pm MST
(Summer Hours 6:00am – 5:00pm MST)

ASU Dedicated Toll Free Number 866-929-2872
Fax Number 480-894-9418
E-mail elsol@elsoltravel.net

Your **\$25** ticketing fee (upon your request) will include Destination Information via e-mail for any of the following: Arizona; Tempe; Grand Canyon; Sedona.

TRAVEL INFORMATION REQUIRED

- Please identify yourself as an “ASU DNA19 Participant”
- Traveler’s full name *exactly* as it appears on driver’s license
- Phone number and email address
- Date of birth and gender
- Departure airport
- Preferred dates & time of travel
- Car rental or other ground transportation?
- Credit card information (Name as on card, card #, expiration date, billing address)

Free Flight Status Notifications

You may save time, hassle, and extra steps by having flight notifications come right to your smart phone (currently offered by 30 airlines)

- ◆ Virtually There® allows travelers to review or print their reservations, as well as:
- ◆ Register for trip reminders and cancellation/delay notifications
- ◆ View maps & driving directions, and even get traffic information
- ◆ Review city guides & restaurant recommendations
- ◆ Get up-to-date weather and much more!
- ◆ To get started, travelers can create an account and establish a login and password using this link: <https://www.virtuallythere.com/new/profileCreate.html>

Travelers may access their reservations on the web or from their mobile device at www.virtuallythere.com. Simply enter last name and the six-character Record Locator Number. As a security measure, travelers are prompted to enter their e-mail address and password.

ELECTRONIC TICKETING

Electronic tickets (e-tickets) will be issued whenever possible. Upon receipt of the e-ticket itinerary, please verify that all information is correct.

TRAVEL ITINERARIES

Regarding e-tickets: the itinerary emailed/faxed to you from EL SOL will reflect your reservation confirmation number, also known as your “Record Locator Number.” You will need this number to obtain your boarding pass. There are three ways to obtain your boarding pass:

- 1) print the boarding pass from your airline’s website
- 2) use your airline’s self-service kiosk in the airport lobby
- 3) go to your airline’s ticket counter at the airport

Be sure to have both your boarding pass and photo ID handy to go through security and proceed to your departure gate.

The travel itinerary contains important information. Be sure to read **all** printed remarks carefully. Upon receipt of the itinerary, verify that all information is correct. If there is a discrepancy, please phone EL SOL immediately. Travel counselors will only be able to void a ticket the business day following ticket issuance; however, individual carrier rules vary.