

DEI Accelerator Convening

Travel Logistics Memo



SuperShuttle - For ground transportation to and from Kansas City International airport (MCI). You should have received reservation confirmations directly from SuperShuttle for your transportation to and from MCI. If you need to make changes or cancellations, you can do so by going to: <https://www.supershuttle.com/>. You can click on "My Trips", and it will let you cancel the trip you need to cancel or you can call 1.888.BLUEVAN (258.3826) and the agent can make the necessary adjustments for you.

When you arrive in Kansas City, check in at the Ground Transportation office located just across from baggage claim (next to a large information kiosk that says "Welcome to the City of Fountains"). The shuttle will bring you directly to the InterContinental Hotel if you are arriving on 3/25.

For your return trip, if you are flying the evening of 3/27, SuperShuttle will pick you up at the Kauffman Foundation Conference Center and take you to MCI, so please make sure to bring your bags with you that morning.

InterContinental Kansas City Hotel

401 Ward Parkway | Kansas City, MO 64112



While you will not have received an email confirmation, please note that **reservations have been made for you at the InterContinental Kansas City**. Other amenities include complimentary internet and complimentary temporary self-parking. Shuttle service will be provided to and from the InterContinental and the Kauffman Foundation Conference Center the morning and afternoon of Tuesday, 3/26, and the morning of Wednesday, 3/27. Morning shuttles will start at 7:00am.

Reimbursements



Meals will be provided during the convening, and Promise54 will reimburse up to \$25 for dinner the evening of March 25th if you fly into Kansas City that evening. In order to be reimbursed for dinner, you must submit a receipt for each expense, and your total reimbursement amount must not exceed \$25. Please note: you will be responsible for expenses outside Monday night's meal per Diem, including local travel and meals not provided by Promise54.

We are using Expensify to process reimbursements electronically. We recommend that organizations submit one expense report for all of your organization's convening attendees. You will need to provide your organization's banking information to Expensify in order to receive the reimbursement electronically.

If you submit one expense report for your organization, it's important that you include details / comments related to each expense (i.e. "John Smith's convening flight on 3/25 or "John Smith's dinner on 3/25").

Please name the report "Organization Name or Person Name." In order to receive reimbursement for your expenses, you must sign up your organization (or yourself if that's applicable) for Expensify using [this link](#). Please reference this [support document](#) if you have any questions.

The deadline for all convening participants to submit their expense reports is **Friday, May 3rd**. If your organization is unable to receive electronic payments, please reach out to DEIAccelerator@promise54.org.



Nursing Parents

The Kauffman Foundation Conference Center has a **lactation room available for use** by nursing parents located near the Brookside breakout room. Refrigeration is also available onsite in the office at the entrance of the conference center.



Bathrooms

Promise54 wants Accelerator participants to feel like the convening is a space where they can bring their full selves. While the conference center is not currently equipped to accommodate all gender bathrooms, we were able to arrange a gender inclusive bathroom option that is located in the foundation's office building. There are signs located at the entrance of the conference center that will lead you the gender inclusive bathroom.

Need to reach us? If you have any questions at all, please reach out to us at deiaccelerator@promise54.org.

Thank you!
The Promise54 Team