

Expenses

A flat travel fee of \$2,500 (for domestic travel) is required in addition to the speaking fee. The flat travel fee covers airfare, professional ground transportation at home location, meals en route, airport fees and tips.

In addition to the flat travel fee, we request that the client arrange and directly pre-pay for the hotel (room, taxes, internet, incidentals, room service charges, and meals charged to the room) for up to two nights, and confirm that all will be billed to the client master account.

Allison always flies in the day before her keynote. She prefers to fly out the day after her keynote, so that she may completely focus on your event and not be required to rush to leave after the presentation. With this in mind, one or two hotel nights are requested depending upon flight schedule.

The client will also provide professional ground transportation at the event site or reimburse for ground transportation or car rental. If you are arranging a car service for Allison, please keep in mind that she prefers to arrive at the airport two hours before her flight.

IMPORTANT NOTE for Hotel Reservations:

Please reserve a non-smoking room for two nights, on the ground floor, and near the hotel lobby front doors (which allows for quick access to the front desk as well as to the exit out front). A low floor is fine, however, the ground floor is best. A room with a high ceiling—and a balcony or deck, or windows that open are helpful if possible.

Thank you!

If you have any questions, please do not hesitate to contact the Client Services Team:

Email: CS@AllisonMassari.com

Phone: 415.209.3616

www.AllisonMassari.com