Guide to Visiting SESYNC in Person

Planning Your Visit

Before You Arrive

All participants will receive a copy of **SESYNC's travel policies** and an email containing a link to use our online travel system approximately six weeks prior to their meeting. These policies outline allowable expenses, how to book your travel and the reimbursement process.

- All participants are required to read and confirm our travel policies prior to booking travel.
- All participants must complete the online travel request form using the link in the email they receive from our travel office.
- The online travel request form must be submitted to SESYNC a minimum of 4 weeks before booking any travel.
- After submitting the online travel request form, participants will receive a confirmation email on how to contact Globetrotter, SESYNC's travel agent, to complete their travel arrangements.
- SESYNC will reserve accommodations at one of our contracted hotels for all participants.

All of SESYNC's conference rooms are equipped for virtual participation. PIs should indicate on the meeting planner which participants will be participating virtually. SESYNC's cyber team will assist with setting up virtual participants for remote access.

During Your Visit

Staff are available to help accommodate any needs. Please review the "Resources at the Cen-ter" section above to learn more about the types of support we can offer to you.

We encourage visitors to walk through the city's **historic district** and City Dock and enjoy the many shops, **restaurants**, activities, and scenery that Annapolis has to offer—most located within one mile of SESYNC's office. Annapolis is the home of the United States Naval Academy, founded in 1845, and of St. John's College, founded in 1696 as King William's School and the third-oldest institution of higher learning in the United States. Architecturally, Annapolis boasts some of the finest 17th- and 18th- century buildings in the country, including the residences of all four Mary-land signers of the Declaration of Independence.

After Your Visit (Reimbursement)

During the meeting, all participants will be provided with **expense reimbursement forms**, as well as instructions on how to submit them. For travelers not based in the United States or Canada, you will also be asked to complete this **wire transfer form**.

For a quick review of our travel reimbursement process, please watch this **short video**.

Facilities

The facilities at the Center are comfortable, modern, and open. Fully Wi-Fi-enabled, SESYNC features high-tech conference rooms and workstations; live presentation broadcasting and videoconferencing; HD recording; a large, flexible, open workspace with kitchen facilities to support coffee breaks, catered meals, and collaborative break-out and brainstorming sessions; and more. Additionally, SESYNC's four innovative conference rooms feature a variety of display technology. Explore the Center's spaces below.

Update: Note that the attendee numbers referenced below are pre-COVID numbers. We may need to adjust seating arrangements and lower room capacity to meet state and federal require-ments. It is important that you discuss the number of participants you plan to have on-site with our travel team throughout the entire process of planning your in-person meeting. Please reach out to travel@sesync.org with questions.

Small Meetings (<8 participants)

SESYNC's several floating conference stations have been designed to support small meetings of 6–8 people.

- Tele-/video-conferencing support
- Large HD screens for conferencing and/or collaboration
- High-end workstations
- Large whiteboards, portable easel pads, and other collaboration supplies
- eBeam interactive whiteboard system

Large Meetings (8-30 participants)

Our Center has two large conference rooms that can accommodate meetings of up to 16 or 30 participants. Meeting spaces can accommodate multiple additional remote participants, enabling them to see and share content and video from/with the conference room.

- Tele-/video-conferencing support
- 1–2 HD projectors, depending upon the room
- Full audio connectivity between local and remote participants
- Presentation laptops, pointers, and other equipment
- Large whiteboards, portable easel pads, and other collaboration supplies
- eBeam interactive whiteboard system