JCATI Board Member Logistics

Symposium date and location

- Tuesday, April 16 at the DoubleTree by Hilton Spokane City Center, 322 N. Spokane Falls Ct. We are in the Ballroom (Salons IV and V).
- The symposium currently is 9 AM-4 PM. Breakfast and lunch are provided.
- Event is in person only, no virtual option. This is a relaxed meeting meant to help various sectors of the WA aerospace industry connect. I expect ~100-ish attendees.
- Business casual dress.

Speaker's Dinner

Monday, April 15 at Mizuna, 6-8 PM. We'll meet in the hotel lobby around 5:45 pm and walk a few blocks to the restaurant where we have a private dining room.

Travel and Hotel

- JCATI pays for your symposium travel to Spokane and a hotel room at the DoubleTree.
- If you fly, please work with my travel agent Jeanne Kick (jkick@dt.com, 425-275-4214). She can charge your ticket directly to my budget.
    - Before contacting Jeanne, have the following ready:
        - Airport flying out of (SEA or PAE)
        - Name as it appears on ID shown at airport
        - Gender
        - Birthdate
        - Cell phone #
- If you drive, I'll work with you on submitting an expense report so there will be a delay before you are reimbursed.
- The hotel will already have your name when you check in. They may ask for your credit card for any incidental charges but JCATI covers room/tax.

Symposium Registration and Agenda
We are using Whova for symposium registration, website and networking. The site will be live by the end of January so please make sure to log in ahead of time, update your profile and start connecting.

I've already registered you in Whova. If you try to register again, Whova will say the event is full. ***If you can't attend, tell me so I can cancel your registration.

Access your profile using the information below:

- This is your link to the symposium website: https://whova.com/portal/webapp/jcati_202404/. The agenda is also posted on the JCATI website.
- If you haven't used Whova before, you must create an account with a password. For help use the Whova App User Guide
- The invitation code is "**6y681eo1f4**"
- Whova works best using Chrome