

MEMBER UNIVERSITY PROFESSIONAL INSTITUTE

2010

**HBCUs AND BEYOND**  
CULTIVATING LEADERS FOR THE GLOBAL MARKETPLACE

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**MUPI CONFERENCE & TRAVEL INFORMATION**



MARCH 7-10, 2010

THE GAYLORD OPRYLAND HOTEL & CONVENTION CENTER 2800 OPRYLAND DRIVE NASHVILLE, TN 37214

**REGISTRATION FEES**

Students	\$100.00
Faculty & Administrators	\$250.00

Students attending will receive:

- Up to \$200 towards travel expenses
- Three (3) nights hotel accommodations (double occupancy)

Faculty & Administrators will receive

- Up to \$200 towards travel expenses
- One (1) night hotel accommodation

**HOTEL ACCOMMODATIONS**

SINGLE(Traditional View)

\$129 per night plus 15.25% tax, \$2.50 per night city tax and a \$10 resort fee with 9.25% tax per night.

ATRIUM GARDEN VIEW

\$179 per night plus 15.25% tax, \$2.50 per night city tax and a \$10 resort fee with 9.25% tax per night.

Rooms have been reserved from Friday, March 5th to Wednesday, March 10th. **TO MAKE A RESERVATION, PLEASE CONTACT THE HOTEL CALL CENTER 24 HOURS A DAY AT (615) 883-2211** or you can make reservations through the TCMF website. If you call in, please be sure to indicate that you are part of the "Thurgood Marshall College Fund" group to ensure you receive the conference rate.

**RESERVE YOUR ROOMS EARLY!** The deadline for reservations at the conference rate is [FEBRUARY 12, 2010](#).

**NOTE:**

Everyone outside of students is responsible for making their own hotel reservations. TCMF will make reservations for all students attending the conference. The one night concession for faculty and administrators will be removed from your hotel bill upon check out.

**TRANSPORTATION OPTIONS**

The preferred travel agency is RDM Travel. TCMF will cover up to \$200 of the cost for students and faculty/administrators. Any additional cost is the responsibility of the University/Individual and must be paid at the time of making the reservation. Campus Coordinators or Chaperones are the only individuals authorized to make travel arrangements for students. Before contacting the travel agency, everyone **MUST** be registered and should have the following information ready:

- NAME OF STUDENT AS IT APPEARS ON PHOTO I.D.
- DATES OF TRAVEL
- CITY YOU ARE DEPARTING FROM AND CITY OF ARRIVAL
- DAYTIME PHONE NUMBER AND CURRENT EMAIL ADDRESS
- ADDITIONAL PAYMENT METHOD IF PRICE EXCEEDS APPROVED TCMF AMOUNT

RDM Travel does not accept purchase orders. A credit card must be provided for any travel costs that exceeds the amount covered by TCMF.

ALL TRAVEL ARRANGEMENTS MUST BE MADE BY [FEBRUARY 19, 2010](#).

#### RDM CONTACT INFORMATION

Rose Mixon  
(202) 639-0624  
(800) 736-6766  
rdmtravelinc@aol.com

#### TRAVEL BY CHARTER BUS OR VAN

RDM does not handle bus or van reservations/rentals. If your group wishes to travel by bus or van, the campus coordinator or chaperone is responsible for making the reservation/rental and must be prepared to pay for the cost. TCMF will reimburse you up to \$200 per person for each person on the bus who has registered for the conference, but not to exceed the total cost for the bus or van for your travel. Parking, portorage fees, gratuities and/or overnight lodging accommodations for the driver is at the expense of the university.

#### DRIVING (PERSONAL VEHICLE OR RENTAL) & CAR POOLING

TCMF will reimburse the driver/owner of the vehicle up to \$200 for mileage (.55 per mile) to and from your origin of destination and the conference hotel. TCMF is not responsible for nor will reimburse the driver for gas, parking, tolls and or rental fees.

If attendees wish to car pool, then the same above rules apply and only the driver/owner of the car pool vehicle will be reimbursed. Everyone in the vehicle is not entitled to a reimbursement for travel assistance.

#### REIMBURSEMENTS

Travel reimbursement forms are sent upon request and must be submitted within forty-five (45) days after the conclusion of the conference. TCMF reserves the right to deny any request submitted outside of the requested window.