

Subject: Syn Bio Workshop-Ticketing information (UNCLASSIFIED)

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CLASSIFICATION: UNCLASSIFIED

Greetings,

Each of you have submitted an invitational travel order for the Syn Bio Workshop in Lexington, MA 16-19 May. All of your travel orders have been approved, authenticated, and forwarded to SATO. SATO should begin ticketing your travel orders tomorrow and Friday. If you do not receive your emailed ticketed itinerary (your ticketed itinerary should show an IBA fee of \$19.81) by Friday at noon, please call SATO, 1-800-953-7286 option 2 then 5. You will need to inquire why you have not receive your ticketed itinerary. It will be helpful to have your Locator Code when you call. Remember, you are responsible for your hotel; Airfare should be billed CBA. Janice Miller and I will be working from 0800 to 1630 CST Friday and Monday for any questions or concerns that may arise. Please feel free to contact us via email or phone.

In the meantime, Janice will begin working on instructions for vouchers.

Janice Miller
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Safe travels and enjoy the workshop,
-Suzanne and Janice

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