

SGI^{USA} MEMO

DATE: October 28, 2005

MEMO NO: ORG-042

DISTRIBUTE TO: All Members
FROM: SGI-USA Organization Center – Cliff Sawyer
SUBJECT: FNCC Conference Cancellations

After assessing the damage and operational challenges as a result of Hurricane Wilma's impact on the State of Florida, we regret to inform you that the following conferences at the Florida Nature and Culture Center have been cancelled:

Arts Division	10/21– 10/24
Men's #2	11/4 – 11/7
Japanese Language #2	11/11– 11/14
Leadership Seminar #2	11/18– 11/21

We recommend that every participant who has already purchased an airline ticket, contact their airline immediately and cancel their reservation. Passengers who do not contact their airlines before their scheduled departure date will most likely lose the use of their ticket (forfeiting the value of their ticket).

For your convenience, here are the toll-free numbers for the major airline carriers:

American Airlines	800-433-7300	Southwest Airlines	800-435-9792
Continental Airlines	800-525-0280	US Air	800-428-4322
Delta Airlines	800-221-1212	United	800-241-6522
America West Airlines	800-235-9292		

Once the ticket is canceled, those individuals may exchange their ticket for rescheduled travel dates or travel destinations. However, the passenger must depart on their new trip within the 1-year period from the issue date of the original airline ticket. If a participant is charged what is known as a "ticket exchange fee," SGI-USA will reimburse them the fee amount, but not to exceed \$100. If a fee is incurred, please submit a request for reimbursement directly to the FNCC. The items below must be submitted to qualify for reimbursement:

1. A copy of the original airline ticket receipt or paid invoice.
2. A copy of the ticket exchange receipt.

Conference participants will also receive a full refund of the \$395.00 conference participation fee through their respective Zone office. Credit card payments have not been debited. Those canceled participants will have priority over the following conferences as long as they sign up with their zone office by December 31, 2005:

Priority of 2006 Conferences

Leadership Seminar #1	2/17 – 2/20 (<i>open to all leaders</i>)
Arts Division	2/24 – 2/27*
Japanese Language #1	3/10 - 3/13
Men's #1	8/11 – 8/14
Men's #2	9/22 – 9/25*

(*Please note that these are new dates for the Arts Division Conference and the Men's Conference #2)
Phone service is still unavailable at the FNCC. Please contact your Zone office if you have any questions.

Thank you for your understanding and cooperation.