REGISTRATION - All Retreat attendees must be registered (including accompanying guests via the invitee’s registration). The registration allows you to partially enter the required information and return later to complete the form. All attendees are asked to register basic information as early as possible for planning purposes and return later once flights are booked and enter your airplane reservation information. The Retreat is by invitation only, so the link to the registration site will be emailed to you (DO NOT COPY OR FORWARD). The Registration form is self-explanatory.

THE VENUE - Set on 500 acres, Millbrook Resort is a five-star resort near Queenstown, New Zealand. As one of New Zealand’s leading five-star resorts, Millbrook enjoys a peaceful, rural setting that includes a 27-hole golf course, luxury day spa, health and fitness centre, and various conference and event venues. Millbrook Resort is a 20-minute drive from Queenstown, 10 minutes from Queenstown International Airport (ZQN) and two minutes from the nearby historic gold mining village of Arrowtown. With an array of conference venues, on site facilities, excellent catering, and off-site activity options, Millbrook resort is a unique environment to hold a Retreat.

All local on-site expenses will be direct billed to SCAR (DO NOT BOOK ROOMS ONLINE WITH THE RESORT – rooms will assigned by the organizers). All invitees are expected to eat meals together from set menus except as indicated in the draft Retreat schedule (subject to change). Meals otherwise, or off the menus, are at your expense. There is a place in the registration to indicate any dietary restrictions (these can only be accommodated if indicated during registration). There will be a program of social events and activities including the 1st Martha T. Muse Fellows Colloquium panel and discussion tentatively entitled “Beyond the Horizon: Antarctica in 2065”. All attendees are expected to participate in these events as community building efforts.
BOOKING OF FLIGHTS AND TRANSFERS TO THE RESORT - Attendees are encouraged to make plane reservations as soon as possible in order to ensure the lowest fares (prices are rising!). Economy Class fares only will be reimbursed. Attendees may book their own flights if costs are LESS THAN THE “NOT-TO EXCEED” (NTE) AMOUNT given below by originating location (inclusive to Queenstown). If your flight costs are more than the NTE amount, approval must be given prior to booking by Renuka Badhe. If attendees can obtain less expensive flights by arriving early or staying late the cost of additional accommodations and per diem will be paid but there must be an overall cost savings (room rates at the Resort can be provided on request). This option requires pre-approval by Renuka Badhe.

Not-to-Exceed (NTE, US$) Amount by Originating Location
(estimated from Orbitz)

<table>
<thead>
<tr>
<th>Region</th>
<th>Not-to-Exceed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina and Brazil</td>
<td>US$2200</td>
</tr>
<tr>
<td>Australia</td>
<td></td>
</tr>
<tr>
<td>• Hobart</td>
<td>US$900</td>
</tr>
<tr>
<td>• Sydney</td>
<td>US$700</td>
</tr>
<tr>
<td>• Melbourne</td>
<td>US$800</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>US$2200</td>
</tr>
<tr>
<td>Canada</td>
<td>US$1900</td>
</tr>
<tr>
<td>Chile</td>
<td>US$2000</td>
</tr>
<tr>
<td>China</td>
<td>US$1300</td>
</tr>
<tr>
<td>Europe</td>
<td></td>
</tr>
<tr>
<td>• UK</td>
<td>US$2200</td>
</tr>
<tr>
<td>• Germany</td>
<td>US$2100</td>
</tr>
<tr>
<td>• France</td>
<td>US$1700</td>
</tr>
<tr>
<td>• Italy</td>
<td>US$2000</td>
</tr>
<tr>
<td>• Norway</td>
<td>US$2100</td>
</tr>
<tr>
<td>• Portugal</td>
<td>US$2300</td>
</tr>
<tr>
<td>• Belgium</td>
<td>US$2400</td>
</tr>
<tr>
<td>• Spain</td>
<td>US$2200</td>
</tr>
<tr>
<td>India</td>
<td>US$2100</td>
</tr>
<tr>
<td>Korea</td>
<td>US$2500</td>
</tr>
<tr>
<td>New Zealand</td>
<td></td>
</tr>
<tr>
<td>• Dunedin</td>
<td>US$600</td>
</tr>
<tr>
<td>• Christchurch</td>
<td>US$400</td>
</tr>
<tr>
<td>• Auckland</td>
<td>US$450</td>
</tr>
<tr>
<td>• Wellington</td>
<td>US$400</td>
</tr>
<tr>
<td>Russia</td>
<td>US$1800</td>
</tr>
<tr>
<td>South Africa</td>
<td>US$1800</td>
</tr>
<tr>
<td>USA</td>
<td></td>
</tr>
<tr>
<td>• East Coast</td>
<td>US$2000</td>
</tr>
<tr>
<td>• Mid-America</td>
<td>US$2100</td>
</tr>
<tr>
<td>• West Coast</td>
<td>US$1500</td>
</tr>
</tbody>
</table>
The SCAR Secretariat can book flights for you to avoid waiting for reimbursement post-Retreat. In this case, please fill out the online form. Please provide the exact details of the flights you wish booked within the NTE amounts. With so many travelers the Secretariat is unable to search for flights for you.

Arrival MUST be by noon on Sunday April 20, 2014 and people should not leave before the close of the Retreat (after 5:00 PM) on Wednesday April 23, 2014. Attendees are expected to attend the entire Retreat.

The Resort can provide transfers from Queenstown International Airport (ZQN) to the Resort if you have provided flight information on your registration form otherwise you should make your own way to the Resort. Scheduled shuttles will be provided on Sunday, Wednesday, and Thursday as needed. The Resort can arrange personal transfers at an additional cost.

PAYMENT OF CLAIMS POST-RETREAT - Retain your flight tickets/receipts to claim flight costs for reimbursement post-Retreat (unless booked by the Secretariat). All meals onsite will be direct billed from the dinner on April the 20th to lunch on April the 23rd. Per diem while in transit will be US$70 per day for one day travelling to and one day travelling from Queenstown (total US$140). Other in-transit expenses require receipts for reimbursement (taxis, baggage fees, visa fees, etc.). A lack of receipts may cause denial of reimbursement. Online travel expense claim form.

SOCIAL EVENTS - Various social events will be scheduled and the cost for these will be direct billed to SCAR. A tentative schedule of these events is provided in the registration form (subject to change).

ACCOMPANYING GUEST(S) - Accompanying guests can be accommodated within reason but must be at no additional cost to SCAR and declared in the invitees’ registration. The accompanying guest(s) will be charged on a “per person per meal” basis at Resort rates if they dine with Retreat attendees (by reservation only) and these costs will be billed directly to the individual. Accompanying guests activities may be offered by the Resort and attendees will be responsible for booking and paying for these activities directly with the Resort (stayed tuned to this site for updates or contact the Resort). Accompanying guest(s) are invited to social events at no charge (by reservation only).

All invitees must register. If you have an accompanying guest(s), please provide details for the guest(s) in the registration form and indicate if the guest(s) will be dining with the invitees (they are welcome to!).

PRE-AND POST-RETREAT - Attendees are encouraged to take full advantage of their trip to New Zealand for personal time and activities but it must be at no additional cost to SCAR. The Resort has agreed to accommodate early arrivals and late departures should you elect to do so (within limits to be established by the Resort). The Resort has also agreed to assist in recommending and booking excursions outside of the Retreat and they should be contacted for these services. Invitees are expected to attend the entire Retreat and excursions and/or sightseeing during the Retreat is prohibited.
GENERAL INFORMATION:

Getting to Millbrook Resort and Climate – Millbrook Resort is nestled within the mountain ranges of the Southern Alps. Queenstown sits on the 45th parallel in the southwest corner of the South Island of New Zealand. In autumn, the region exudes a relaxing atmosphere and a landscape illuminated in brilliant reds and golds.
  - Dates of autumn: 1 March to 31 May.
  - Average autumn temperatures: Between 12°C (54°F) and 25°C (77°F).
  - Weather: Clear days with cool evenings.

Getting to Millbrook Resort by Air - Queenstown International Airport (ZQN) has daily domestic and international Australian flights with Air New Zealand, Qantas and Jetstar. Daily domestic connections are from New Zealand's main cities: Auckland (90 minutes), Wellington (90 minutes) and Christchurch (50 minutes). Daily direct flights from Australia's East Coast: Sydney (2.5 hrs.), Melbourne (3 hrs.) and Brisbane (3 hrs.). Queenstown Airport is located 15 km. (~9 mi.) from Millbrook Resort.
  - Air New Zealand
  - Qantas
  - Jet Star

Getting to Millbrook Resort by Road - Access by road is a wonderfully scenic option - drive yourself or catch a scenic coach tour. Queenstown is located approximately 6 hrs. drive from Christchurch, 3.5 hrs. drive from Dunedin, 2.5 hrs. from Invercargill and 4-6 hrs. from the West Coast. They do drive on the other side of the road for non-Commonwealth invitees!!!

Queenstown and the surrounding region - For information about the region go to:
  - Trip Advisor
  - Queenstown
  - Queenstown International Airport