**Vision Science Society Meeting 2017**

**Instructions for TradeWinds Resorts Airport Shuttle**

Transportation from either ***Tampa International Airport (TPA) or St. Pete/Clearwater Airport (PIE)*** directly to the TradeWinds Island Grand or TradeWinds Guy Harvey Resort is available to Vision Sciences Society 2017 Meeting participants arriving on either Thursday, May 18, 2017 or Friday, May 19, 2017, between the hours of 9:00 am and 9:00 pm ET. Shuttle service is also available for departures scheduled on Wednesday, May 24, 2017, between the hours of 9:00 am and 9:00 pm ET. A charge of **$25 per person, each way**, will be automatically billed to your TradeWinds Resort room account.

(1) To make a shuttle reservation, send the information below by email to: VSSTransportation2017@gmail.com, *no later than Friday, April 28, 2017 at 5:00 pm ET*.

(2) Receipt of your email request will be automatically confirmed. If you do not receive the automated response within 30 minutes, please check your email’s SPAM folder and if not found, please attempt to resend your reservation.

***(3)*** Expect to receive your detailed ***airport arrival instructions via email by Friday, May 12, 2017 at 5:00 pm EST.***

(4) If you have any questions or are unable to send your reservation for the group rate of $25/transfer by email before the deadline of Friday, April 28, 2017, please call 1-866-403-3303 between the hours of 10:00 am and 6:00 pm ET, Monday through Friday, to inquire about the cost of private transportation using the Resort Transportation Services at the TradeWinds Resorts. Flight information and a credit card will be needed to book this private service.

(5) If you wish to cancel your reservation without penalty, call 1-866-403-3303 between the hours of 10:00 am and 6:00 pm EST, Monday through Friday, no later than by Monday, May 15, 2017 at 6:00 pm.

**Information to be included in your reservation by email**

**(1) Arrival information to be provided in your email message:**

Your Name:

Your Resort:

Name on Room Reservation:

Cell phone number:

Number of people in your party:

Arrival Airport:

Airline Name & Flight Number:

Date & Time of Arrival:

Whether you or any member of your party will have any oversized baggage items (e.g., golf clubs, strollers). If yes, please list them:

Whether you or any member of your party will have any special needs (e.g., car seats, special assistance).

If yes, please list them:

**(1) Departure information to be provided in your email message:**

Your Name:

Your Resort:

Name on Room Reservation:

Cell phone number:

Number of people in your party:

Departure Airport:

Airline Name & Flight Number:

Date & Time of Flight Departure:

Whether you or any member of your party will have any oversized baggage items (e.g., golf clubs, strollers). If yes, please list them:

Whether you or any member of your party will have any special needs (e.g., car seats, special assistance).

If yes, please list them: