

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

SUNDAY 9.23.18

12:00 PM – 7:00 PM

REGISTRATION | **BALLROOM REGISTRATION**

SPONSORED BY: **ANTHONY TRAVEL AND CONLINTRAVEL**

CONFERENCE BAGS SPONSORED BY: **AIRBNB**

EDUCATIONAL SESSION ONE: SPONSORED

BY: **CONCUR TECHNOLOGIES**

3:00 PM – 5:00 PM

1A T&E ROUNDTABLE | **BALLROOM A** | HOSTED BY: SCTEM BOARD MEMBERS

Join your peers for open dialog about your challenges and opportunities of travel and expense management in higher education. The SCTEM EDU community, as part of the conference registration process, will choose discussion topics. Our follow up session on Tuesday afternoon will be infused with presented conference content. Business cards are a must!

This session is exclusively for EDU attendees to discuss challenges and successes in their travel programs. Please bring your stories, questions, and business cards to share with your EDU colleagues.

4:00 PM – 5:00 PM

1B SUPPLIER'S ROLE IN THE TRAVEL LIFE CYCLE | **TBD** | HOSTED BY: SCTEM BOARD MEMBERS

Join your peers for a “unique spin” on the Travel Life Cycle and learn how suppliers can impact the traveler and travel manager experience throughout the process. This will be an opportunity to gain a better understanding of how a wide range of suppliers can –and do- support the unique needs of the Higher Education space, while engaging with your fellow SCTEM supplier representatives in a relaxed environment.

Included in this session we will provide an overview of the conference and the supplier's role in Monday's Travel Life Cycle session. We will also discuss the supplier role in the travel journey and how we can influence positive outcomes, share general best practices from our experiences with Higher Education partners, and create networking opportunities with other SCTEM partners. We look forward to seeing everyone there!

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

5:30 PM – 6:15 PM

NEW ATTENDEE RECEPTION | TREEHOUSE KITCHEN/PATIO |

SPONSORED BY: CORPORATE TRAVEL PLANNERS

If this is your first SCTEM conference, join us to connect and network with colleagues and SCTEM leaders. Learn how you can get the most out of your conference experience.

6:00 PM – 9:00 PM

OPENING RECEPTION & DINNER | GAZEBO & TRINITY PATIO |

RECEPTION SPONSORED BY: KEY TRAVEL

DINNER SPONSORED BY: AMERICAN AIRLINES

Welcome to this year's attendees! Join us as we celebrate another year of coming together to share knowledge, glean new ideas, and renew friendships with colleagues. Enjoy an evening of food and fun.

MONDAY 9.24.18

6:30 AM – 7:15 AM

YOGA | TBD |

HOSTED BY: Alexis Gulliver

6:30 AM – 7:15 AM

RUN/WALK | MEET IN ATRIUM |

HOSTED BY: Joe DeMille

7:30 AM – 8:30 AM

BREAKFAST | ARBOR |

SPONSORED BY: CHRISTOPHERSON BUSINESS TRAVEL

8:00 AM – 5:00 PM

REGISTRATION | BALLROOM REGISTRATION |

SPONSORED BY: ANTHONY TRAVEL AND CONLIN TRAVEL

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

8:30 AM – 10:00 AM

WELCOME AND GENERAL SESSION A: TRAVELER CENTRICITY AND THE TOTAL COST OF TRAVEL

| **GRAND BALLROOM** |

SPONSORED BY: SCTEM

Debbie Gulliver, Executive Director, SCTEM

Scott Gillespie, Co-Founder and Managing Partner, tClara

This year, we take a strategic view of travel management's mission in higher education. Scott Gillespie, CEO, tClara, will present recent research on traveler friction, how travel policies and travel culture impact trip outcomes, traveler attrition, and traveler wellness. Scott will then offer implications for managing travel for development staff, researchers, sports teams and students.

10:00 AM – 10:15 AM

BREAK | BALLROOM FOYER |

SPONSORED BY: SCTEM

10:15 AM – 12:00 PM

GENERAL SESSION B: THE TRAVEL LIFE CYCLE | GRAND BALLROOM |

SPONSORED BY: SCTEM

MODERATED BY: Greeley Koch, Executive Director, Association of Corporate Travel Executives (ACTE)

Greeley Koch and SCTEM board members will moderate a Travel Life Cycle exercise in which attendees, as business travelers, are challenged with alternative travel interruptions such as those experienced by business travelers throughout the Travel Life Cycle. Experiencing this alternative universe, participants have the opportunity to evaluate the meaningfulness, maneuverability, and reasonableness of their current policies and procedures.

HIGH NOON LUNCH | ARBOR |

SPONSORED BY: CHROME RIVER TECHNOLOGIES

1:00 PM – 2:15 PM

EDUCATIONAL SESSION TWO:

SPONSORED BY: E & I COOPERATIVE TECHNOLOGIES

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

2A TRAVELER CENTRICITY PANEL DISCUSSION | TBD |

MODERATED BY: *Scott Gillespie*

PANEL:

Dr. Andrew Rundle, Associate Professor of Epidemiology, Mailman School of Public Health, Columbia University

Dr. Cynthia Donovan, Associate Professor of International Development, Justin S. Morrill College of Agriculture & Natural Resources, Michigan State University

Elizabeth West, Editor in Chief, Business Travel News & Travel Procurement

Scott Gillespie will moderate a panel of higher education peers and industry experts as we discuss the Travelers' Perspective. Hear from a panel of experienced "road warriors" on their recommendations for travelers before, during, and after their business trips. By sharing these nuggets of wisdom, your travelers will be equipped with the tools they need to mitigate travel disruptions and concentrate efforts on successful missions.

2B PAYMENT SOLUTIONS PANEL DISCUSSION | TBD |

MODERATED BY: TBD

PANEL: TBD

Looking for a payment solution for your travel reservations? In this session, you will have the opportunity to hear from a panel of experts in the payment industry, including Bank of America, AirPlus and Conferma. Collegiate partners will also join the discussion to share stories about their program and the payment solutions utilized at their institutions.

2:15 PM – 2:45 PM

TRADESHOW & BREAK | BALLROOM FOYER |

SPONSORED BY: BEST WESTERN HOTELS AND RESORTS

2:45 PM – 4:00 PM

EDUCATIONAL SESSION THREE:

SPONSORED BY: UNITED AIRLINES

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

- 3A PANEL DISCUSSION: CHALLENGES OF STUDENT TRAVEL | TBD |**
MODERATED BY: Jess Miller, International Risk & Insurance Analyst, University of Texas System

PANEL:

Rob Novak, Financial Officer at Texas Athletics, University of Texas-Austin

Kim Stringer, Senior Manager Collegiate Travel, Anthony Travel

Christine Trinidad, Study Abroad Assistant Director, Michigan State University

David Sanderson, Account Manager, STA Travel

Andre Martinez, Assistant Director for Study Abroad, Trinity University

Whether it be study abroad or student athletes, managing student travel comes with a unique set of challenges. In this session, you will hear from expert service providers, participating with their university partners, as they provide answers and insight to overcoming the challenges surrounding student travel.

- 3B DUTY OF CARE: GET THE “411” ON THE “911” | TBD |**
MODERATED BY: TBD

PANEL:

Linda Wilson, Director of Finance System and Services, Gonzaga University

Don Churchill, President, e-Travel Technologies Inc.

Darryl Gray, Director National Sales, Tristar Worldwide Chauffeur Services

Gary Langsdale, University Risk Officer, The Pennsylvania State University

Steve Lee, Senior Solutions Consultant, SAP Concur Technologies

Travel Safety and Security - How can we manage risk in today's global environment? How does my duty of care program measure up in today's ever-changing landscape of Safety and Security? What are the new trends? Join our session where you will hear from our distinguished panel of experts on these topics and more.

4:00 PM – 5:15 PM

EDUCATIONAL SESSION FOUR:

SPONSORED BY: SCTEM

- 4A IDENTIFYING IMPROPER PAYMENTS – SCAMMED, WASTE AND ABUSE | TBD |**
Gordon Rule, Business Expense Manager, Stanford University

Learn how Stanford University is systematically reviewing 100% of travel and expense reports in real-time. Gordon Rule, Manager of Business Expenditures for Stanford, will discuss how they are using strategies and analytics to identify improper payments, prevent scams, and reduce compliance risks over the entire procure to pay cycle.

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

4B MANAGED TRAVEL PROGRAM: PAST PRESENT FUTURE | TBD |

THE UNIVERSITY OF CALIFORNIA, SYSTEM

Debra Almason, Director, Travel Management Services, Office of the President, University of California

During the past decade, the University of California has designed, implemented and deployed a dynamic system wide managed travel program. While it has faced many challenges and adversity, it continues to evolve with an entrepreneurial spirit and desire to set ablaze the higher education travel program in a trail of exciting possibilities. Join Debra Almason as she shares the UC story in the context of past, present and future.

6:00 PM – 10:00 PM

DINNER & RECEPTION | OASIS @ LAKE TRAVIS |

RECEPTION SPONSORED BY: AIRPLUS INTERNATIONAL

DINNER SPONSORED BY: ENTERPRISE HOLDINGS

TRANSPORTATION SPONSORED BY: ANTHONY TRAVEL

Join the SCTEM Executive Board for a beautiful night at the Oasis on Lake Travis. Meet in the lobby at 5:30 PM to take a short motor coach ride to our destination. Enjoy cocktails, dinner, dancing, and gorgeous views as the sun sets over Texas. Departures from the Oasis to the Renaissance will begin at 9:30pm.

TUESDAY 9.25.18

6:30 AM – 7:15 AM

YOGA | TBD |

HOSTED BY: Alexis Gulliver

6:30 AM – 7:30 AM

RUN/WALK | MEET IN ATRIUM |

HOSTED BY: Joe DeMille

8:00 AM – 9:00 AM

BREAKFAST | ARBOR |

SPONSORED BY: WORLD TRAVEL

8:00 AM – 5:00 PM

REGISTRATION | BALLROOM REGISTRATION |

SPONSORED BY: ANTHONY TRAVEL AND CONLIN TRAVEL

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

9:00 AM – 10:15 AM

GENERAL SESSION C:

COMPLIANCE POLICY: THE TRAVELER'S PERSPECTIVE | TBD |

SPONSORED BY: SCTEM

Greeley Koch, Executive Director – Association of Corporate Travel Executives (ACTE)

In this session, Greeley Koch takes a deeper dive into how we manage compliance from the travelers' perspective. Greeley suggests travel managers use traveler insights when shaping policy. Implementing an adaptive compliance strategy will benefit your travelers and your business, demonstrating your leadership of the total travel program.

10:15 AM – 10:45 AM

TRADESHOW & BREAK | BALLROOM FOYER |

SPONSORED BY: FICO

10:45 AM – 12:00 PM

EDUCATIONAL SESSION FIVE:

SPONSORED BY: SCTEM

5A USING TECHNOLOGY TO DRIVE CHANGE: WVU's JOURNEY to TRANSFORM EXPENSE MANAGEMENT | TBD |

David Beaver, AVP/Chief Procurement Officer, West Virginia University

Rachel Hayes, Associate Director of Payment Services, West Virginia University

Driving campus faculty and staff into a single, automated system comes with its challenges. Hear about West Virginia University's journey to transform its expense reimbursement and PCard programs. WVU will share their story on how they took a completely paper based process and implemented one single system to automate, optimize, and create transparency for 10,000 employees, including 4,000 cardholders. Of course, when driving change, it is not only the technology that needs to be updated. Learn about how WVU took this opportunity to upgrade its policies and procedures, training, and overall communication strategy.

5B VIRTUAL, ENHANCED CENTRAL TRAVEL ACCOUNTS ARE THE FOUNDATION TO THE FUTURE OF INVISIBLE PAYMENT | TBD |

Abbie Coker, Director, Accounts Payable & Travel, Georgia Tech

Lynne Schrieber, Sales Manager, AirPlus

In the not so distant future, business travel payments will be invisible. Simple & seamless payments will involve virtual and mobile solutions that will increase traveler satisfaction without compromising transparency, security and compliance. Come hear from Georgia Tech University and AirPlus about how they are making this a reality!

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

HIGH NOON LUNCH | ARBOR |

SPONSORED BY: SCTEM

1:00 PM – 2:15 PM

EDUCATIONAL SESSION SIX:

SPONSORED BY: SCTEM

6A COMMUNICATION AND ENGAGEMENT – HOW CAN DATA ANALYTICS AND REPORTING HELP?

| TBD |

Linda Francis, Travel Program Manager, Princeton University

Mary Martin, Director of Payment Services, University of Colorado

Shannon Miller, Travel Manager, University of Colorado

Got Data? In this session, you will hear from University of Colorado and Princeton University as they share tools available to help you communicate with your traveler, engage your users with department scorecards, manage your travel program and drive compliance. All of this is available by utilizing data analytics and reporting.

6B HIDING IN PLAIN SIGHT, UNCLAIMED VISITOR REVENUE | TBD |

Kate Simon, Assistant Director, Communications and Marketing, Campus Services, Tulane University

In May 2014, Tulane learned about a new local hotel program that would generate revenue, expand reporting and document the volume necessary to bring down nightly rates for non- university funded guests. The idea sounded too good to be true but the reality was that by adding professional travel agency technology to the reservation process, thousands of parents, alumni and prospective students lodging expenses could be documented in a way that made the collection of commissions possible. The purpose of this session is to explain how, without cost, risk or additional staff workload, any campus in this room can accomplish what we did and in a way that does not interfere with their contracted TMC and/or business travel initiative.

2:15 PM – 2:45 PM

TRADESHOW & BREAK | BALLROOM FOYER |

SPONSORED BY: SOUTHWEST AIRLINES

2:45 PM – 4:00 PM

T&E ROUNDTABLE | BALLROOM B |

SPONSORED BY: SCTEM

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

EDU attendees discuss the challenges and opportunities related to managing travel and expenses in higher education with some integration discussions thrown in for good measure. Continuing discussions from Sunday's Roundtable, participants will be guided to apply conference content to their roundtable discussions. No pre-requisites required to attend this session. Business cards are a must!

This session is exclusively for EDU attendees to discuss challenges and successes in their travel programs. Please bring your stories, questions, and business cards to share with your EDU colleagues.

4:00 PM – 5:30 PM

SPEED DATING | BALLROOM A |

SPONSORED BY: SCTEM

MODERATED BY: Andy Lowell, Enterprise Holdings Inc.

Come learn about the sponsors of SCTEM in an interactive, non-sales environment. This is an opportunity to start conversations about how suppliers can impact the Travel Life Cycle that will carry you through the conference and beyond. Utilize this session to identify new ideas or opportunities for integration within your organization by being open to learning from those around you. This session is open to all EDU attendees and supplier sponsors at Bronze level or higher. EDU attendees are eligible to win exciting prizes! Must be present to win.

6:30 PM – 10:00 PM

DINNER & RECEPTION | GLASS OAKS BALLROOM |

RECEPTION SPONSORED BY: ALASKA AIRLINES

DINNER SPONSORED BY: SCTEM

LIVE MUSIC AND BOOT STOMPIN' SPONSORED BY: STA TRAVEL

Yeehaw! As we celebrate our organization and its members, join us for a real Texas night in! Don your cowboy hat and boots for line dancing the Texas way! What is better than live music in the Live Music Capital of the World or dancing the Texas Two Step? Austin's best country music and dance instructors come to us for the closing night of our conference. Live music plays throughout dinner then once your bellies are full, we follow up some boot scootin' guided by award winning dance instructors.

WEDNESDAY 9.26.18

6:30 AM – 7:15 AM

YOGA | TBD |

HOSTED BY: Alexis Gulliver

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

6:30 AM – 7:30 AM

RUN/WALK | MEET IN ATRIUM |

HOSTED BY: Joe DeMille

8:00 AM – 9:00 AM

BREAKFAST | ARBOR |

SPONSORED BY: SCTEM

9:00 AM – 10:15 AM

GENERAL SESSION D: SHIFT YOUR BRILLIANCE | BALLROOM B |

SPONSORED BY: DELTA AIR LINES

Simon T. Bailey, American Speaker, Author, Life Coach, and Entrepreneur

As leaders, we need to stand head and shoulders above the rest to convey our message, build relationships, and to collaboratively build our programs. This year's keynote speaker, Simon T. Bailey, will tell us "You are brilliant!" Believing in the power of meaningful relationships, Mr. Bailey will provide us with the tools to be laser-focused on being truly brilliant. By shifting our thinking, we can create our brilliant futures. The power is within each of us to be brilliant and by shifting our thinking; we can create our own brilliant futures. With Mr. Bailey's insight, we will learn how we can grow, be impactful, and draw a larger audience to our university travel programs.

10:15 AM – 10:30 AM

THANK YOU & WRAP UP | BALLROOM B |

10:45 AM – 3:00PM

LUNCH AND TOUR: LIVE LIKE A LONGHORN (OPTIONAL)

SPONSORED BY: TRAVELPORT HOTELZON

TRANSPORTATION SPONSORED BY: ANTHONY TRAVEL

The University of Texas-Austin welcomes SCTEM to its hometown by providing an insiders' tour of its downtown campus on Wednesday, September 26, 2018. Attendees will depart the Renaissance Austin Hotel at 11 AM to rendezvous with the UT Austin team at the historic Littlefield Home for lunch. Following lunch, we will stroll by the UT Tower area and Turtle Pond on our way to the Blanton Museum of Art for a personalized tour.

SCTEM will provide transportation from the Renaissance Hotel Austin to UT Austin. Departing from campus at 3 PM, return transportation to the Renaissance is available as well as transportation to the Austin-Bergstrom International Airport. Please review General Information for more about University of Texas-Austin and our tour.

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

GENERAL INFORMATION

REGISTRATION

Registration for collegiate attendees is \$795 for the first member from your institution and \$695 per each additional attendee from the same school. Collegiate member registration includes admission to all keynote speaker presentations, breakout educational sessions, “speed-dating”, conference tradeshow, and meals and breaks throughout the conference from Sunday evening through Wednesday breakfast. Also included is transportation to Wednesday’s tour and lunch at the University of Texas-Austin.

Registration for supplier attendees is \$1295 for the first representative and \$795 per each additional attendee from the same company. Supplier registration includes participation in the tradeshow as well as admission to all keynote speaker presentations, breakout educational sessions, and meals and breaks throughout the conference from Sunday evening through Wednesday breakfast. Also included is transportation to Wednesday’s tour and lunch at the University of Texas-Austin.

Registration for members is available online at www.sctem.org. Payment is available online via credit card; institutions without credit cards should follow the instructions on the registration page for check payments.

Cancellation fees apply: *Cancellations received on or before Friday, August 31, 2018 will receive a 50% refund. Cancellations made on Saturday, September 1, 2018 or later are non-refundable. There are no penalties for name changes.*

If you have additional questions regarding registration, please contact Jill Dawson at jilldawson@anthonytravel.com.

TRAVEL INFORMATION

Reservations at Renaissance Austin Hotel can be made online [here](#) or by telephone: (512)-343-2626. If you decide to call for reservations, be sure to mention you are coming for the SCTEM Conference to get our rate of \$179.00 per night. The address of the Renaissance Austin Hotel is: 9721 Arboretum Blvd, Austin, TX 78759.

Enterprise Holdings has graciously offered discounts on rental cars for SCTEM attendees. Please visit our discounted [link](#).

SCTEM has a discount code for shuttle service for 10% off SuperShuttle shared-ride and ExecuCar airport service in Austin. Just follow this [link](#), the discount code is DZR8B.

RECOMMENDED DRESS

“Business casual” is appropriate attire for all events at the SCTEM Annual Conference. Temperatures in Texas range from 69F to 87F, however, conference rooms in the hotel may be cool and at least two of our evenings will be outside. Therefore, attendees may wish to bring a sweater/sweatshirt.

The SCTEM Board encourages attendees to wear attire that sports his or her school or company colors/logo to Sunday’s Opening Night Reception. As part of our Tuesday evening activities, we will be line dancing, so jeans and boots are encouraged.

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

MEMBER SHARING

Would you like to share your accomplishments, best practices, policies, or RFP's with the members of SCTEM? We would love to hear from you! Please forward your story and documents to the SCTEM marketing committee chair, Jeff Derr (jderr@airplus.com). Conference attendees may also deliver documents in person to the SCTEM registration booth. We will share the documents on the SCTEM website and perhaps engage you in providing future educational opportunities to SCTEM members.

UNIVERSITY OF TEXAS-AUSTIN – TOUR & LUNCHEON INFORMATION

Founded in 1883, The University of Texas-Austin opened its doors to 221 students. Today, the total number of students is in excess of 51,000. UT Austin is home to Bevo, the longhorn steer (mascot); Bertha, the largest bass drum in the world, the LBJ library, the iconic 307 Ft UT Austin Tower, and many statues of historic figures who positively impacted growth and development of the United States.

Wednesday's tour begins with a visit and lunch at the famous Littlefield Home. Built 124 years ago, Major George Washington Littlefield and his wife, Alice, built the Littlefield Home in the grand Victorian style. Civil War veteran and cattleman, G.W. built the home for the next generations of Littlefield's, housing 30 nieces and nephews while they attended The University of Texas. After the university took possession in 1935, the home was used by different organizations, including a Naval ROTC complete with anti-aircraft guns on the front lawn. Today, the university hosts many events within this historic home.

The Blanton Museum of Art is home to more than 18,000 works of art. Permanent exhibits include European Art, American & Contemporary Art, Prints & Drawings, Latin American Art, Teresita Fernandez: Stacked Waters, and Ellsworth Kelly: Austin. Visiting exhibits include Vincent Valdez: The City and Eugene Atget's Photography and Print Culture in Nineteenth Century Paris.

Thank you to our hosts from The University of Texas Austin: Lee Loden and Charmaine Hoag, for putting together this exciting agenda.

TRADE SHOW – ATTENDEE INFORMATION

Attendees have multiple opportunities to meet and network with collegiate-centric travel and expense management suppliers. The vendor trade show attracts travel management companies, airlines, rental car companies, expense reporting applications, online booking applications, airport parking providers, hotels, consultants and much, much more! This is an ideal opportunity to view travel and expense management products and services to support and enhance travel and expense programs.

TRADE SHOW – EXHIBITOR INFORMATION

Participating in the SCTEM trade show is an ideal opportunity for suppliers to network and build relationships with collegiate decision-influencers and decision-makers. Suppliers have fantastic opportunities to demonstrate how their travel and expense solutions can lead to lower costs, enhanced services, and streamlined efficiencies within the academic enterprise.

The trade show will be open during the afternoon break on Monday, and during the morning and afternoon breaks on Tuesday in a cocktail table format. This allows participants to network without the need for elaborate exhibit displays or materials. Conference Registration automatically reserves one trade show table per supplier. To register go to: www.sctem.org and log in. If you wish to have a trade show exhibit, please be sure to register for the trade show to reserve your table.

Agenda Integrate | 2018

Renaissance Austin Hotel | Austin, TX | September 23-26, 2018 | Connect with us at #SCTEM2018

Please contact the SCTEM Trade Show Chair about participating in the trade show:

Andy Lowell
Director, Commercial Sales, Enterprise Holdings,

Phone: 563-468-1388
E-mail: Andrew.Z.Lowell@ehi.com