

BOOKING TRAVEL TO THE ABA ANNUAL MEETING

- **New Online Feature - Booking Multiple Travelers on the Same Itinerary**
ABA Online Travel now makes it easier to book family and friends online who are traveling with you to the Annual Meeting. Staff travel must be booked on the STAFF Online Travel Site. Family and friends can be booked online on the MEMBERS Online Travel Site, www.abanet.org/travel> click under the Online Travel at the top of the page> MEMBERS. One of the persons in the traveling party will need an established account. Instructions on how to create an account are in the brown box on the Login page. On the Home page, is a drop down menu to select the number of passengers who will be traveling on the same itinerary. Seats can be selected and frequent flier numbers added for all those being booked on the same itinerary. All travelers booked using the multiple traveler feature must be charged to a single credit card. Instructions and screen shots of this new feature are available on pages 17- 23 of the Travelocity Business Orientation Guide located under Meetings & Travel.
- **Questions about Air Travel to the Annual Meeting?** Contact Travel Services. Rafael Grullon, X5890, grullonr@staff.abanet.org or Mary Bleakley, X5864, mbleakley@staff.abanet.org .