## **EMS Platinum Summit Travel 2025**

Summit dates: Wednesday July 9, 9:00 am to Thursday, July 10, 4:30 pm MT

Platinum customers are asked to register first:

https://www.surveymonkey.com/r/2025\_EMS\_Summit

All platinum travel arrangements must be completed by June 10

NOTE the Real ID requirement for all domestic flights begin May 7, 2025.

https://www.dhs.gov/real-id

Platinum Customers- Flights to Denver (DEN) for up to two staff (unless otherwise contracted)

- 1. EMS will provide our Melon Corporate Traveler contact with a list of platinum guests registered for the summit including name and email.
- 2. You are then asked to communicate with the Melon Corporate Traveler contact directly for airfare needs and provide the required information below.
- 3. Any required flight changes will be managed by Melon.

## **Platinum Customers- Hotel**

- 1. Melon will document your DoubleTree by Hilton Denver Tech Center hotel arrival and departure dates when booking flights.
- 2. EMS will provide the DoubleTree with your name, arrival date, departure date and email.
- 3. DoubleTree by Hilton will communicate the confirmation number back to you.
- 4. EMS covers lodging and taxes for the Summit dates. You will be asked to provide a credit card on arrival for incidentals.

**Melon: Corporate Travel Manager Contact** 

Gianna Crisafulli: gianna.crisafulli@corporatetraveler.us 212-673-6490

The preferred method of communication with Melon is email when requesting flights, however, if a call is required, Gianna is available between the hours of 11am -4pm EST.

## Client Contact information Needed by Melon Contact for Booking Flights and Documenting Hotel

- Full Legal Name
- Date of Birth
- Cell number
- Email
- Known Traveler #/ TSA Pre #
- Departing Airport (include Airport code)
- Depart Date (specify morning, afternoon or evening)
- Return Date (specify morning, afternoon, or evening)
- Hotel arrival and departure dates

## **Ground transportation**

EMS will provide scheduled, chartered, ground transportation by bus or van from the Denver airport to the DoubleTree by Hilton Denver Tech Center Tuesday, July 8, with return Thursday, July 10 for platinum guests. Ground transportation times will be scheduled and provided to you by EMS when all flights are booked. If you prefer to manage ground transportation on your own, the hotel is 0.4 miles from the Orchard St Light Rail Station (RTD-Denver), or 23 miles from the Denver airport by car. The hotel offers free parking for EMS Summit guests.