



The Connect & Speaker Travel FAQs

Q: What room block should I be booking in?

A: You will receive an email with the travel booking information including the website for funded participants to book in. Two night's hotel will automatically be charged to the master account when you check out onsite if you are staying at the Wynn, Encore or Venetian.

Q: What if I need to update my hotel reservation after booking?

A: Call (775) 372-7901 or email Vizient@connectionshousing.com. The hotels will not have record of your reservation until several weeks before the Summit.

Q: Why do they need my credit card information when booking?

A: A deposit of one night's room + tax will be charged three weeks prior to arrival (around August 25th). If you only stay two nights, then you will receive the deposit back upon checkout. If you stay more than two nights, the deposit will be used toward your balance due.

Q: If I choose to share a room with someone who is also participating in the Connect, can we add our two nights together for four nights covered?

A: Yes, you can combine your nights if you choose to share a room.

Q: If I am a Connect participant & a speaker, do I get four nights?

A; No, we are unable to add the nights together. All Connect participants & speakers will receive two night's for hotel.

Q: What if my organization requires me to use our own travel agency? Can I be reimbursed?

A: Yes, Vizient will reimburse up to \$600 for airfare after the Summit concludes. Please note that reimbursements can take up to eight weeks for processing. We highly recommend you book with Vizient's travel agency to simplify & streamline your experience.

Q: If I am within driving distance and prefer to drive, do I still receive compensation for my travel?

A: Yes, we will reimburse you for mileage. The mileage rate is \$0.67/per mile. For example, if you drive 400 miles round trip, we will reimburse you \$268.

Q: Does travel funding include ground transportation?

A: No, incidentals including ground transportation to or from the airport are not included.

Q. If I need to be reimbursed, what is that process?

A: Once you participate and we have you marked as attended, a non-staff expense report will be sent via email for you to complete and submit for reimbursement. This would only be necessary if you do **not** book airfare through Vizient's travel agency. Again, please note that reimbursements can take up to eight weeks for processing.

Q: How do I book a room reservation in Vizient's room block at either Wynn, Encore or Venetian?

A: Click this link to book and select your hotel –
OR call Connections Housing to book – (775) 372-7901

Q: How do I modify or cancel my hotel reservation?

A: You can modify or cancel your reservation as follows:

1. Online: Using the housing link <https://book.passkey.com/go/2024VizientConnectionsSummit> click "Manage Existing Reservation" in the middle of the page and enter your acknowledgement number.
2. Phone: (775) 372-7901
3. Email: Vizient@connectionshousing.com

Agents are available 8:00 AM – 5:00 PM (CST), Monday-Friday

Q: I called the hotel directly and they have no record of my reservation. Why is that?

A: Reservations are held with Vizient's housing company, Connections Housing, until Vizient's housing closes on August 8. You can change/cancel your reservation directly with the hotel beginning September 1, 2025. Your acknowledgement number you receive when you book your reservation may be different than the hotel's confirmation number but both are valid.

Q: If I have questions about my room reservation for the Connections Summit, who should I contact?

Please contact Connections Housing with any questions about your room reservation. Please do not reach out to the hotels directly until September 1.

Connections Housing Phone: (775) 372-7901

Email: Vizient@connectionshousing.com

Should you still need additional assistance, please reach out to vizientsummit@vizientinc.com