



ANNUAL BUSINESS MEETING

SEPT 25 - 27, 2023 | SALT LAKE CITY, UTAH

Frequently Asked Questions

We are pleased you will attend the [2023 ICJ Annual Business Meeting](#) from September 25-27, 2023 in Salt Lake City, Utah! View the full agenda [here](#) and the Docket Book [here](#). For questions regarding hotel reservations, travel, or reimbursements, please contact [Emma Goode](#).

Live streaming will be available for those who cannot attend in person. Click [here](#) to access the Zoom link to Tuesday's training sessions. Click [here](#) to access the Zoom link to Wednesday's General Session.

Continue reading for a list of frequently asked questions and information to prepare you for a smooth trip to Salt Lake City!

How will I get to the hotel?

[Click here](#) to make a reservation with Express Shuttle Utah for ground transportation between Salt Lake City International Airport (SLC) and the [Sheraton Salt Lake City Hotel](#).

Making your online reservation prior to arrival allows you pay the set amount of \$13 one-way (\$21 per couple). You will need to provide airline and credit card information. After making the reservation, click "Manage Reservation" to acquire a copy of your receipt. Express Shuttle receives updates on all SLC Airport flights and has a desk in the airport terminal near baggage claim. Be sure you pick up your bags before going to the Express Shuttle desk for further instructions.

For those driving, the hotel has ample free parking.

What do I need to check in?

Once you arrive at the [Sheraton Salt Lake City Hotel](#) to check-in, you will be required to present a credit card for any room and incidentals not covered by the Commission.

Approved room nights for voting delegates and ex officio members will be billed direct to the Commission's master account. Nonetheless, you must provide a credit card at check-in. At check-out, please confirm that the charges on your invoice are correct.



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What do I wear?

The dress code for Monday September 25 and Tuesday September 26 is business casual. Business attire is expected during the General Session on Wednesday September 27. Bring a jacket, as meeting rooms tend to stay cool. For the ultimate guide on what to wear to a business conference, [click here](#).

How do I sign up for the group dinner?

Chair Nina Belli and Vice Chair Julie Hawkins extend an open invitation for a group dinner on Tuesday, September 26, 2023, after the region meetings. If you would like to join, please [RSVP here](#) by Friday, September 8. Individuals will be financially responsible for their own meal.

Will I be reimbursed?

In accordance with the [ICJ Travel Reimbursement Policy](#), the Commission will reimburse one voting Commissioner/Designee per state and ex officio members. This year, a new reimbursement process will be used to enable participants to directly submit requests online. Be sure to save all your receipts, except for food. The online form will be provided after the meeting.

Will there be any COVID precautions?

Participants are encouraged to test for COVID prior to travel, and to monitor for symptoms throughout the meeting. Masks and self-test kits will be available as needed. Please do not hesitate to ask any member of the National Office for a test if you have any concerns. **If you experience symptoms or a positive test, do not come to the meeting.** Instead, email the [National Office](#) or call 859-721-1061.

What if I need to cancel?

If you cannot attend or need to leave early, please contact the [Sheraton Salt Lake City Hotel](#) at (801) 401-2000 and email the [National Office](#).



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How do I download the ABM app?

To prepare for your visit, download the [Yapp App](#) to view the agenda, Docket Book, hotel map, places to eat, announcements, and much more! To access the app, follow the instructions below.



2023 ICJ ABM

Install on your mobile device

1. On your smartphone, visit <https://my.yapp.us/2023ICJABM> or use the QR code



[Enlarge](#)

2. Follow the instructions on screen (it's a quick, two step process)

Already have the Yapp App installed?

1. Tap "Download existing app" or the green "+" button (top right)
2. When asked for the Yapp ID, enter: **2023ICJABM**
3. Press the device keyboard's enter button, or tap "Add" at top right