

TRAVEL TIDBITS

HOW TO COMPLETE THE DOODLE POLL FOR CONFERENCES NOT LISTED

Fill out the traveler's name and place check marks under each day of the meeting. Enter meeting dates only. **DO NOT INCLUDE TRAVEL DATES**

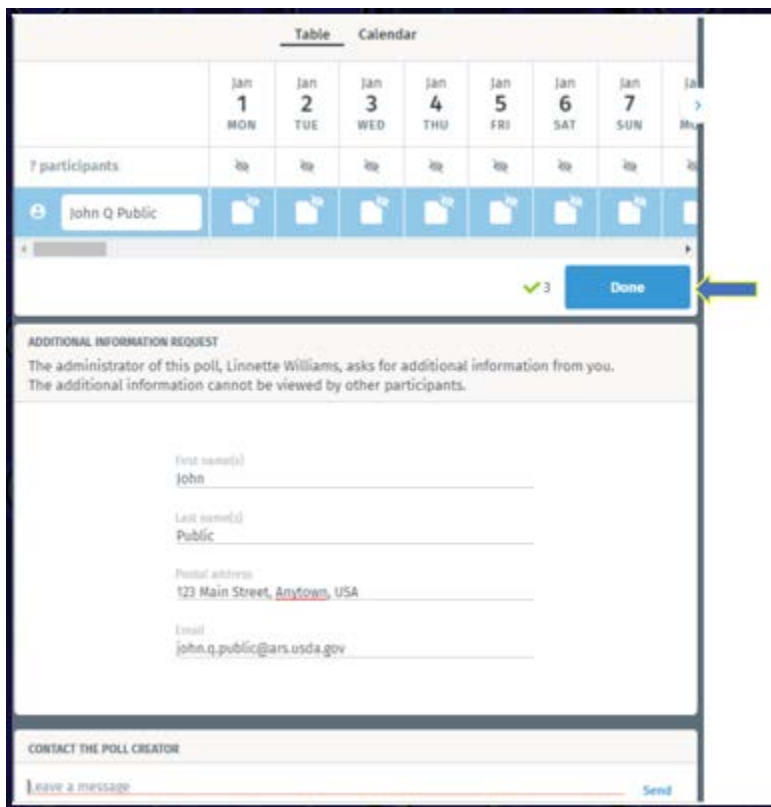
The screenshot shows a Doodle poll interface. At the top, it says "Doodle" with navigation links for "Plans", "Help", and "English". There are also links for "Sign up" and "Log in", and a "Create a Doodle" button. The main heading of the poll is "All Other Conference expected to exceed \$7,000" by Linnette Williams, posted a month ago. Below this, there are instructions: "To be defined", "Please indicate conference information in comments.", and "Only you and Linnette Williams can see your vote and comments." There are tabs for "Table" and "Calendar". The calendar view shows a grid for the month of March 2018. The days of the meeting are marked with checkmarks: March 7 (Tue), March 8 (Wed), and March 9 (Thu). The name "John Q Public" is entered in the "Participants" field at the bottom. A "Done" button is visible at the bottom right.

Fill out the traveler's name, address and email in the second section, and the Meeting information in the "Contact Poll Creator" Section

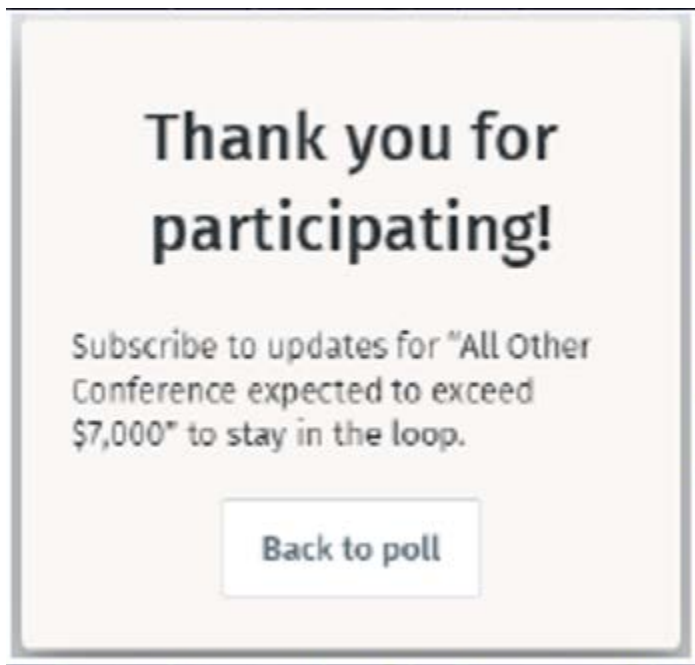
The screenshot shows two sections of a Doodle poll form. The first section is titled "ADDITIONAL INFORMATION REQUEST" and contains the text: "The administrator of this poll, Linnette Williams, asks for additional information from you. The additional information cannot be viewed by other participants." Below this text are four input fields: "First name(s)" with the value "John", "Last name(s)" with the value "Public", "Postal address" with the value "123 Main Street, Anytown, ST, USA", and "Email" with the value "john.q.public@ars.usda.gov". The second section is titled "CONTACT THE POLL CREATOR" and contains the following information: "Attendee: John Q Public", "Meeting Name: Big Scientific Congress", "Dates: March 7-9, 2018", "Location: Big Sur, CA", and "Website: www.bigscientific2018.org". A blue "Send" button is located at the bottom right of this section, with a blue arrow pointing to it.

Click "Send" and the message to the Poll Creator disappears.

Scroll up and select “Done” in the top section.



The following screen will appear to confirm that you have successfully submitted your poll response.



REMEMBER: ANYONE CAN COMPLETE A POLL BUT THE RESPONSIBILITY FALLS ON THE TRAVELER. The Travel Arranger or the Location is NOT ultimately responsible.

Should you have questions or need assistance, please contact your Travel Specialist.