Frequently Asked Questions (FAQs)

Below are common FAQs related to the 2026 CRN Discovery Fellows Summit broken down by the following topics:

- Registration Information
- Agenda Information
- Flight Information
- Hotel Information
- Travel Stipend Information
- Non-ASAP-associated Guest Information
- Visa Application Information

If you still have additional questions, please email meetings@parkinsonsroadmap.org.

Registration Information

1. ***When is registration for the meeting?***

   Registration closes on September 30th, 2026.

2. ***How do I access the registration site?***

   We use the Swoogo platform for our event registration.

   Each attendee will receive a unique link to the registration site in an invitation email from meetings@parkinsonsroadmap.org with the subject line: "You're Invited to the 2026 CRN Discovery Fellowship Summit!" Click “Register Here” to begin registration.

   When completing the Basic Information section, you will be asked to create a login account (see screenshot). Please use the **same email address** that the email invitation was sent to.

First Name *

Middle Name

Last Name *

Preferred Name (for nametag) *

Email Address *

Create a Password *

Creating a password allows you to log back in to modify your registration. Passwords must be at least 8 characters.

Repeat Your Password *

Admin Email (if applicable)

If there is an admin that you would like included on logistics communications, please include their email here.

3. ***Help! I didn't get an invitation to the meeting. What do I do now?***

   Please check your spam folder and/or search for the subject line: "You're Invited to the 2026 Discovery Fellows Summit!" If you still cannot find the email in your inbox or spam folder, please email meetings@parkinsonsroadmap.org.

4. ***Who is invited to attend this meeting?***

   Funded Discovery Fellows and selected CRN investigators are invited to attend this meeting. All invited attendees should have received a direct invite email. Invites are non-transferable.

5. ***Which costs associated with these meetings are covered by ASAP?***

   ASAP will cover the cost of flights, accommodations, and scheduled meals for all attendees at this meeting.

Agenda Information

6. ***What is the agenda for the meeting?***

   Please find a high-level overview below:

   - Tuesday, Nov 3rd: Travel Day + Welcome Dinner
   - Wednesday, Nov 4th and Thursday, Nov 5th: Full programming days

- Friday, Nov 6th: Travel Day

We will release a detailed agenda shortly.

Travel Information

7. ***When and how is travel booked for attendees?***

   Once you have completed the meeting registration form, your information will be forwarded to the ASAP-affiliated travel agent (Frosch). A representative from Frosch will email you to arrange your travel.

8. ***Can we book our own travel and accommodations?***

   No. ASAP covers travel expenses, meals, and lodging costs at the hotel for all invited meeting attendees.

   Please Note: *If you choose to book your own flights and hotel, you will* ***not*** *be reimbursed by ASAP (unless prior approval was obtained). No exceptions will be granted.*

9. ***Will ASAP cover travel from a city other than D.C. if I want to travel elsewhere?***

   ASAP will cover the cost of travel to and from Washington, D.C. Coverage of travel costs from a different city before or after the meeting will be considered on a case-by-case basis. If there is a significant cost difference, the attendee may be required to cover the additional expense.

10. ***How do I get to the meeting venue?***

    Coordination of transportation from the airport or train station to the meeting venue will be the responsibility of the attendee. Please note that covering the cost of local transportation is an acceptable use of the travel stipend, which will be distributed post-meeting to all attendees. Feel free to use the stipend for these costs as needed.

    The meeting hotel/venue is centrally located near multiple Washington, D.C. airports and Union Station. Taxi service, Uber, and public transit are available to and from the hotel. Please review the hotel's website for transportation assistance.

11. **I'm worried about traveling outside of my country of origin due to ever-changing visa restrictions. What should I do?**

If you are worried about traveling due to your visa status, please review the United States Department of State website for entry/visa requirements and reach out to meetings@parkinsonsroadmap.org as soon as possible so that we can support you.

Hotel Information

12. ***Where is the meeting?***

The meeting will be held at the InterContinental Washington D.C. - the Wharf 801 Wharf St SW, Washington, DC) which is also the location for hotel lodging.

13. ***If I decide to come early or stay longer than the ASAP meeting, will the hotel rate be discounted?***

If you would like to arrive early or stay longer, this is allowable at your own cost and must be paid upon check-in to the hotel.

However, additional nights are subject to hotel availability. ASAP will work to secure a lower negotiated rate for attendees, if possible.

Travel Stipend Information

14. ***Will attendees receive assistance for any incurred travel-related expenses?***

To minimize administrative burden on attendees, ASAP will offer a travel stipend to support meeting-related travel expenses. The stipend amount will be communicated in advance and payment will generally be issued within 30 days after the event has concluded, attendance has been confirmed, and MJFF has received a complete and accurate payment packet, including all required tax forms, banking information, signatures, and supporting documentation. Incomplete or inaccurate submissions may result in processing delays

Qualifying Meeting Travel Expenses:

- Local transportation costs such as taxi, bus, subway, parking, and/or airport shuttle between your point of origin and the airport
- Meals & incidental expenses (e.g., baggage fees) incurred between your point of origin and the meeting location
- Any meals not offered during the course of the meeting
- Travel-related visa(s), if applicable

15. ***Who is eligible for a travel stipend?***

All CRN Discovery Fellows and selected CRN investigators attending the meeting are eligible for a stipend. Any staff members or external invitees do not qualify for stipends.

16. ***How will the stipend be remitted? Will it be taxable?***

    All eligible attendees (members of the CRN) will receive a secure email from the Michael J. Fox Foundation (via DocuSign) requesting the necessary information to remit stipends. No reporting or tax withholding will result from accepting the travel stipend, as its remittance is associated with educational activities.

17. ***Do I need to submit receipts or invoices for expenses incurred?***

    No. The travel stipend is remitted in good faith that attendees incurred personal expenses related to meeting travel.

18. ***What if my employer reimburses my business-related travel instead?***

    Attendees can opt out of accepting the travel stipend when contacted by MJFF.

19. **Can I use a credit card issued to me by my institution and have the stipend reimbursed to the organization?**

    Yes, however, if you use an institution-issued credit card, please note that ASAP-related meeting expenses cannot be applied to the CRN grant, per program requirements.

20. **What happens if my travel plans change leading up to the meeting?**

    If an attendee's travel plans change due to a work-related matter, ASAP will support associated change fees. If a change request is made for personal reasons, the change fees will be supported by the individual and/or their institution.

Non-ASAP-associated Guests Information

21. ***What is the guest policy?***

    If you choose to bring a guest to an ASAP meeting, all associated guest costs, including (but not limited to) additional occupancy charges, meals, travel agent fees, and flight costs, will be the responsibility of you and your guest. Guests are **not** permitted to attend meeting-related proceedings, including meals.

22. ***If I choose to bring a guest, can they be booked on the same flight as me?***

    Yes, the ASAP-affiliated travel agent can assist you in booking your guest on the same flight as you. Please note that the cost of the travel agent fee and the cost of the flight for your guests will be your responsibility.

Visa Application Information

23. ***Will ASAP provide me with the additional documentation required for visa applications?***

    Please review the United States Department of State website for entry/visa requirements. We highly recommend that individuals requiring a visa to attend the meeting schedule an appointment with the embassy **as early as possible** to obtain the visa.

    Please contact **both** grants@parkinsonsroadmap.org and meetings@parkinsonsroadmap.org if you need a visa letter or additional information to attend the meeting.

If you have any questions that were not answered in this FAQ document, please contact us at meetings@parkinsonsroadmap.org.