

VILLAS OF DISTINCTION
October 20-24, 2014
Fortlands Point, JAMAICA

Welcome to the second FAM of 2014!

BELOW IS THE APPLICATION FOR OUR FALL FAM WITH:

VILLAS OF DISTINCTION

DEADLINE FOR THIS APPLICATION IS 9PM WEDNESDAY July 30, 2014 !!!

What is being offered?

ACPA members selected for the trip will enjoy a 4 NIGHT/5 DAY stay in a 7 bedroom villa on Fortlands Point in Jamaica. Villas of Distinction has generously offered to provide the beautiful villa, all airport transportation, the Mobay Club in Montego Bay, and all meals (alcohol not included). *It is the member's responsibility to obtain their own airfare.* A \$225/pp gratuity will be the responsibility of all members who attend (this is mandatory). No guests are invited on this FAM.





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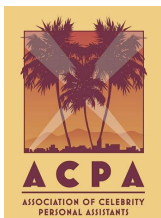
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About our host:

Villas of Distinction: We pride ourselves on providing our clients with an extensive inventory of distinct, high-quality villas in the most sought-after destinations around the world, with a team of dedicated experts ready to find the perfect match for your unique vacation needs. With luxury properties ranging from 1-bedroom apartments to 42-bedroom estates in over 50 destinations across the globe, your Villa Specialist will match you with the perfect property for your romantic getaway, family reunion, golf getaway, wedding, or corporate retreat, and your personal Villa Concierge will ensure your vacation begins the moment you arrive by arranging everything from private chef services to customized excursions. Fulfilling your vacation needs is of the utmost importance to us – that's why we're always available to help you plan every detail of your dream getaway.

Fortlands Point: From its breathtaking location on the tip of the peninsula, the commanding view encompasses the turquoise water of Discovery Bay on one side and the deep blue Caribbean Sea on the other. The views are simply magnificent. The clear buoyant water and adjacent reefs are a paradise for snorkelers and divers. Textures of teak, cedar, Italian tile and Persian rugs complement the dramatic architecture. With families in mind, seven bedrooms have been thoughtfully designed on individual split levels. Sunset cocktail hours here drift into leisurely long dinners under the stars on any of five open-air dining areas. Inside is the formal dining room with 100-year-old 12' mahogany heirloom table. As a special treat, the staff will serve dinner on the very point itself, followed by a seaside bonfire! Evenings to treasure and remember.





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ALL information requested in this application is necessary for FAM selection and will not be disclosed to anyone. Applications will be reviewed by the FAM Director and our hosts. Please contact the ACPA FAM Director, Samantha Lloyd-Gordon, should you have any questions: samantha@acpa-la.com

EMAIL THIS APPLICATION ALONG WITH YOUR SIGNED CODE OF CONDUCT
TO: Samantha@acpa-la.com

ACPA Member Responsibilities

ACPA member responsibilities are outlined in the ACPA FAM Trip Code of Conduct.

**MEMBERS ARE REQUIRED TO SIGN THE ACPA FAM CODE OF CONDUCT
AS PART OF THE APPLICATION PROCESS**

Print and sign, then scan and email to: samantha@acpa-la.com

**APPLICATIONS WITHOUT SIGNED CODE OF CONDUCT WILL NOT BE
CONSIDERED FOR THIS EVENT**

****DEADLINE FOR THIS APPLICATION IS 9PM WEDNESDAY July 30, 2014 !!!****

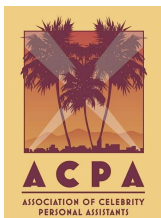
Outline Dates and Timetable

Date	Action
31 July 2014	Finalization of participating members
20 October 2014	Members depart to Jamaica (flights not included in FAM)
24 October 2014	Members depart from Jamaica – back to Los Angeles (flights not included in FAM)

APPLICATION CRITERIA

Final candidates for Villas of Distinction/Fortlands Point FAM submission will be required to disclose their employer and resort travel references.

1. How often does your principal travel to the Caribbean/Jamaica?



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2. When was the last Caribbean trip you booked? Name 3 resorts or hotels you booked there:

- 1.
- 2.
- 3.

3. Does your employer book private homes or resorts, or a combination?

4. Are the trips for business or pleasure?

5. How much influence do you have on your principal's travel plans?

6. Please tell us the name of your client:

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COMPANY DETAILS

Employer/Company Name or Lead Client:

Company Name:

Your title:

Your name:

Business email:

Email on file with ACPA:

Job Title:

Address Line 1:

Town / City:

Postcode / Zip code:

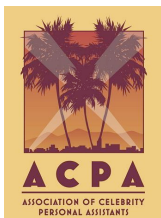
Country:

Telephone:

Fax:

Mobile:

Website:



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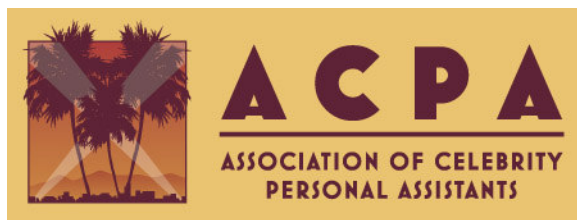
Please outline your role / responsibility within your company (use separate page if needed):

ADDITIONAL INFORMATION

Please outline any additional information which would support your application to attend Fortlands Point, Jamaica FAM in October 2014 (please use separate page if needed):

EMAIL THIS APPLICATION ALONG WITH YOUR SIGNED CODE OF CONDUCT
TO: Samantha@acpa-la.com

DEADLINE FOR THIS APPLICATION IS 9PM WEDNESDAY JUNE 11, 2014 !!!



Dear FAM Trip Participant:

According to a leading travel industry website, “FAM” (short for FAMiliarization) trips are offered and arranged – usually by a travel vendor such as a hotel, for example – to give you (the person in charge of booking the travel on behalf of your employer) *“a better understanding of [a hotel’s] accommodations and allows you to visit a destination and gain first hand knowledge ... They [FAM trips] are an entertaining way for you to scout the perfect setting for your employer’s next event, trip or destination.”*

Since personal assistants work so hard, FAM trips are a wonderful business perk to offset some of the chores that come with the territory.

When you, as a member are fortunate enough – through the ACPA to be selected to experience a FAM trip – you should by all means enjoy the opportunities extended to you. A FAM trip is a BUSINESS TRIP and as such, there are four things that you must keep in mind at all times during and after the FAM trip:

- 1) ***You Represent Yourself***
- 2) ***You Represent The ACPA***
- 3) ***You Represent Your Employer***
- 4) ***Your Behavior Reflects Upon Your Fellow FAM Trip Partners***

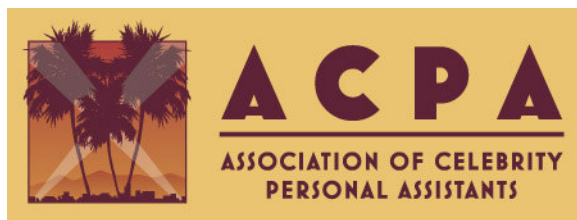
The minute you accept an invitation for a free stay at a hotel, you automatically become a goodwill ambassador for the ACPA and your employer. The way you conduct yourself before, during and after the FAM trip reflects not just on you, but upon the organization of which you are a member and the person or company that employs you.

This is not a personal vacation without any obligations. You, along with the other ACPA members on the trip, are part of a team of highly professional personal assistants who must be ready to behave accordingly in front of your host(s) and the hotel staff.

WHAT IS EXPECTED OF YOU

Commitment to the FAM Trip

Coordinating a FAM trip is a stressful and time-consuming project for the hotel representatives and the ACPA Board of Directors and/or Trip Coordinator. It is imperative that whoever enters into a drawing for a FAM trip is prepared to commit (barring unforeseen emergencies) to attend the FAM trip. There have been problems in the past when ACPA members have backed out of a FAM trip at the last minute due to schedule conflicts or personal situations. If a member (aware of his/her own working schedule) knows in advance that he/she cannot commit on the day of the drawing (due to the nature of his/her job) he/she should NOT enter the drawing for the FAM trip. It unfairly prevents another member (whose schedule is less problematic) from having the opportunity to win the trip.



Handle your business

As the FAM trip date approaches, ACPA members participating may have to let either the ACPA Trip Coordinator or the hotel and/or airline representatives (or all three depending on the circumstances) know certain vital information. It is important for the ACPA member to respond in a timely manner to requests for information, communicate it accurately and with as few phone calls or emails as possible. If there are issues that are not clear, or questions that need to be answered, of course feel free to contact the appropriate party. Try to limit it to a minimum, as the people arranging the trip will have a tremendous amount of coordinating to handle.

Another thing to keep in mind: if the FAM trip involves international travel, it goes without saying that your passport must be up-to-date. This is strictly your responsibility. In the past, we have had last minute situations due to a member who “forgot” to renew his or her passport a day or two before the FAM trip. This created needless stress on all parties involved. Please make sure you are prepared to travel.

Be aware of the FAM trip itinerary

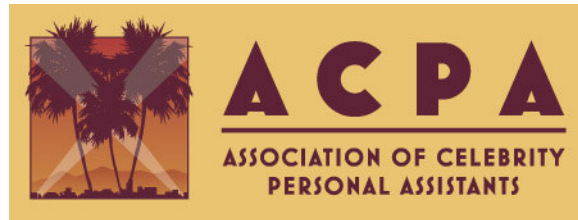
The hotel and its representatives are going to want to meet you and your fellow ACPA members and give you a tour of their property, its facilities and amenities. This is the precise reason that you have been invited to the hotel. Your attendance is mandatory. This is an obligation that you should be prepared to fulfill. The ACPA Trip Coordinator will advise you of the details, but it is your responsibility to remain aware of when your presence will be required.

Be on time

Please do not make your traveling partners wait at the airport for your arrival. It's difficult to keep track of everyone, you should allow enough time to get to airport and meet at the designated location. Once you arrive at the hotel, a meal or reception(s) may be on the agenda. You will be informed by the ACPA Trip Coordinator regarding where you should be and when. It is your responsibility once you've received the information however, to make sure no matter what, that you stick to the itinerary. There will be periods of free time, of course, but you are responsible to know when your presence is required for a scheduled event and arrive promptly and be prepared to make a positive impression.

Behave in a professional manner

It goes without saying that you should present as positive of an impression as possible in public. Your hosts are sizing you up and considering whether their (sometimes sizeable) investment in you for this trip is worth their expense. And they have often gone to considerable cost, time and trouble to offer you a trip that will make a positive impression on you about what their company has to offer. By the same token, they will also form an impression of your employer through the information that you divulge. Please be aware that the FAM trip is neither the time nor the place to air embarrassing details about your employer, co-workers or any grievances you might have about your job, your salary, your employer's habits and demands, etc. It is not appropriate to discuss these issues! This is a business excursion--your financial and personal difficulties are not your host's problem. Please keep this in mind when in the presence of the FAM trip host(s).



Dressing appropriately

Sloppy dress or overly provocative attire at a formal business function is unacceptable. While we all work in a field that allows everyone from the boss on down to express him or herself however he or she likes in personal clothing style, for the most part remember your host(s) work in a more business environment and dress accordingly at events.

Be gracious and appreciative

Remember that you are a guest of the hotel. While your employer may someday visit the hotel as a guest, they will be a paying customer and their indiscretions will be overlooked. Yours will not. The hotel and its staff are well aware that you are a non-paying guest, and as such, it is a good idea (certainly not required) to show your gratitude if you receive great service, to tip the doorman, housekeeping, bell hops, porters, etc. If money is a problem, at least attempt to be pleasant to the staff. In the past, we have had embarrassing situations where our members were excessively demanding and difficult, and it reflected poorly upon the group as a whole.

Follow up

At the conclusion of the FAM Trip, the ACPA Board and/or FAM Trip Coordinator will follow up with a formal letter to acknowledge the hospitality of the FAM trip host(s). We have made a practice of offering a token gift of appreciation to the host(s) collectively from the FAM trip participants. Again, this is not required, but it is more meaningful for the host(s) to receive a gift from the members that they have now met and interacted with; in lieu of a donation to the gift, an ACPA FAM trip participant is welcome to limit their contribution to a card or note – again, not mandatory.

Hopefully, the ACPA FAM trip will be a wonderful adventure and enable you to make good travel choices and useful connections for your employer in the future, based on your first-hand experience. Through the FAM trip, you will get to know your ACPA travel partners better and on a personal basis. You will also be able to share what you've learned on the FAM trip with other ACPA members.

Best wishes,

ACPA Board of Directors

Print Name

Date

Signed