



## Information Announcement

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# How to Book Travel Online Upcoming Webinars

June 17, 2015

Child Travel New York, Inc., the state's travel management service now offers online travel reservations where you can book hotels, cars and flights. As a full service business travel agency, Child Travel New York, Inc. provides travel agent assistance for all aspects of official state travel.

To help travelers and finance office staff navigate the new travel management services portal, where users can book all their travel needs online, and to provide assistance in setting up a traveler profile, Child Travel New York, Inc. is offering two webinars (listed below). We encourage travelers and travel liaisons to join the webinar and listen in to learn about this new service.

Date	Time
Monday, June 22, 2015	1:30 p.m. – 3:00 p.m., ET
Tuesday, June 23, 2015	10:00 a.m. – 11:30 a.m., ET

To register and receive an invite for the webinar, please request one of the dates above and send an e-mail to [TravelCoordinator@ogs.ny.gov](mailto:TravelCoordinator@ogs.ny.gov). Please note that the number of participants for each webinar is limited, so please make sure to sign-up soon.

In addition to the webinars, the following new training videos are available to assist travelers with updating a travel profile, or in creating a travel reservation:

- "Updating Your Travel Profile"  
[http://www.concurtraining.com/ls\\_rsrcs/CONCUR\\_TRV\\_EU\\_SIM\\_en-us\\_TravelProfile.htm](http://www.concurtraining.com/ls_rsrcs/CONCUR_TRV_EU_SIM_en-us_TravelProfile.htm)
- "Creating a Travel Reservation" (for air, hotel and car)  
[http://www.concurtraining.com/ls\\_rsrcs/CONCUR\\_TRV\\_EU\\_SIM\\_en-us\\_TravelReservation.htm](http://www.concurtraining.com/ls_rsrcs/CONCUR_TRV_EU_SIM_en-us_TravelReservation.htm)

### Contact Information for Child Travel New York, Inc.

Reservations: 518-292-9000 or 800-774-0655

E-mail: [CTTravel@dt.com](mailto:CTTravel@dt.com)

After Hours Emergency Assistance: 800-774-0655, Option 8

For more information on the OGS centralized contract, please visit the OGS website page located at <http://www.ogs.ny.gov/purchase/snt/awardnotes/7900522536can.htm>.

If you have any questions regarding this announcement, please contact the BSC Travel Unit at [OGSTravel.Unit@ogs.ny.gov](mailto:OGSTravel.Unit@ogs.ny.gov) or (518) 457-4272.