



Registration and trip information

Congratulations on being selected as an Employee of the Year! We want this to be an exciting, safe and enjoyable experience for you and your guest. Please read this information carefully and refer to it as you register.

Guest: We invite you to bring one guest with you to share your recognition for this prestigious award. This person is welcome to participate with you in all events and can be a spouse, family member or friend.

If you plan to have a guest attend any activities, it's essential to indicate this when you register for the event.

Expenses: BNSF will provide round-trip air travel, hotel accommodations for up to two nights (room and tax), and ground transportation for you and your guest. The hotel accommodations are open to Fort Worth-based employees as well. (Hotel parking for Fort Worth employees bringing their own vehicles will also be covered.) All BNSF-sponsored events will be paid for by BNSF; you will not incur out-of-pocket expenses for participating in these activities.

If you and your guest engage in activities unrelated to the event or extend your stay at the hotel, you will be responsible for the associated charges. When checking in at the hotel, you will be asked to provide a personal credit card. Your card will be charged for any expenses, such as room service or hotel incidentals (e.g., movies, spa services, etc.), not covered by BNSF as part of the event.

Online registration: You must register for the event through the registration website even if airline and hotel reservations are not required. Click the Registration Survey link in the email to access the site. Please allow approximately 30 minutes to complete the registration process. If you are interrupted during the registration process, be sure to come back into the event website to complete your registration. This will ensure accurate information is recorded for you and your guest.

If you misplace or delete the invitation email, please contact me, Latosha Guthrie, and I will have the email re-sent. **If you do not have an active BNSF email account, please call me at 817-352-1472 to complete your registration.**

Airline reservations: If you choose "flying" as your mode of transportation, please log on to Concur through the BNSF Employee Portal or the Concur App to book your airline reservation. DO NOT book a flight for your guest. If you have elected to bring a guest, BNSF Travel will book the flight reservation for your guest to match your itinerary. If you elected to have your guest on a separate itinerary, BNSF Travel will contact your guest to make those travel arrangements. You will receive an email confirmation with your guest's itinerary once that travel has been booked. If you have any questions at all, please contact BNSFEvents@bnsf.com.

BNSF will cover the cost of your airline ticket, as well as the ticket for your guest.

Hotel accommodations: The hotel for the Employees of the Year event is the Renaissance Worthington Hotel, located at 200 Main St., Fort Worth, Texas 76102. One room will be reserved for you and your guest if hotel accommodations are requested during the registration survey. Please do not contact the hotel directly. Note that the hotel will do everything possible to

accommodate requests for rooms with king-size beds or two standard beds but cannot guarantee such requests will be fulfilled. All hotel rooms are non-smoking.

Your hotel reservation will be scheduled for arrival on Sunday, April 27, and departure on Tuesday, April 29 (two nights). If you plan to extend your stay, your reservation can also be extended. Please provide details about your expected arrival and departure dates during the registration survey and BNSF will make the necessary arrangements with the hotel. As noted above, you will be responsible for all charges associated with reservations lasting more than two nights.

Ground transportation: BNSF will provide ground transportation for all attendees. This includes transportation to and from the airport for out-of-town travelers as well as transportation to and from scheduled activities. Attendees are strongly encouraged to use the provided transportation; rental cars should not be reserved.

Arrival and departure transportation for those flying: You will have the opportunity to select Airport Transportation for you and your guest during the registration process. Transportation from the airport to and from the hotel will be provided by Smith Transportation.

More details about the transfers will be provided in an email that you will receive prior to travel.

Dress attire: Temperatures average between 70 and 95 degrees so plan accordingly.

- **Sunday:** Casual attire for travel. Business casual attire for the dinner at Reata Restaurant. (Nice, clean jeans with a nice shirt are acceptable.)
- **Monday:** Casual, yet appropriate, attire for optional tour of BNSF Headquarters and Top Golf. Cocktail attire (coat and tie for men) for awards ceremony, reception and banquet dinner.
- **Tuesday:** Casual attire for travel.

Please complete your online registration by March 14. For any changes after March 14, please contact me directly.

If you have any questions, I can be reached at company line 817-352-1472 or by email at latosha.guthrie@bnsf.com. I look forward to meeting you and your guest in Fort Worth.

Sincerely,

Latosha Guthrie
Employees of the Year Coordinator

P.S. If you have a preferred first name that is different from the name in BNSF's system, please send an email with your preference to: latosha.guthrie@bnsf.com by March 14, 2025. Thanks!