# CFA Institute Non-Staff Booking Guide

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<th>Americas</th>
<th>EMEA</th>
<th>Hong Kong</th>
<th>China</th>
<th>India</th>
<th>UAE</th>
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<tbody>
<tr>
<td><strong>Travel Profile Creation</strong></td>
<td>To create/update your profile, navigate to the FROSCH Travel Portal (<a href="https://client.frosch.com">https://client.frosch.com</a>) and click on the Profile link in the upper-right hand corner.</td>
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<td><strong>Reservations</strong></td>
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<td>FROSCH Agent Team</td>
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</tbody>
</table>
| **FROSCH Agent Team Contact Information** | Phone: +1 855 618 9550  
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Hours: 9:00AM – 5:00PM UTC+4 (Sun-Thu) |
| **After-Hours Support** | The phone number above will automatically forward at close of business to FROSCH’s After-Hours service; there is no need to dial a separate number outside of business hours. Calls received after standard service hours may incur an additional After-Hours fee. | | | | | |