



## MRC Leadership Summit and NACCHO Preparedness Summit

Monday, March 30<sup>th</sup>, 2020 to Friday, April 3<sup>rd</sup>, 2020

### Conference Hotels:

Hilton Anatole: 2201 N Stemmons Freeway, Dallas, TX 75207

Sheraton Suites Market Center: 2101 N Stemmons Freeway, Dallas, TX 75207

## Arrival and Departure

**MRC Leadership Summit: Monday, March 30<sup>th</sup> at 8:30 AM – 5:00 PM in Hilton Anatole, Cortez Conference Room**  
**NACCHO Preparedness Summit: Tuesday, March 31 at 8:30 AM through Friday, April 3 at 12:00 PM, Hilton Anatole**

As a scholarship awardee, **your conference registration fee, housing, travel, and per diem meals expenses are covered by NACCHO for the entirety of the Preparedness Summit.**

*Please plan to arrive in Dallas, TX no later than the late afternoon of Sunday, March 29<sup>th</sup>, as the meeting will start Monday morning. Please plan to depart any time after 12:00 pm on Friday, April 3<sup>rd</sup>.*

## Hotel Reservations & Accommodations

Travel awardees will receive a hotel reservation for one of the two conference hotels. To ensure proper billing, we will reserve rooms on your behalf. Please **do not contact the hotel directly** to reserve your room. Room rate and tax will be direct billed to NACCHO. Hotel room expenses will be covered for the entirety of the conference with check-in Sunday, March 29<sup>th</sup> and checkout Friday, April 3, 2020\*. Incidentals (room service, movies, etc.) are not covered under the NACCHO travel policy.

### Conference hotels:

Hilton Anatole: 2201 N Stemmons Freeway, Dallas, TX 75207

Sheraton Suites Market Center: 2101 N Stemmons Freeway, Dallas, TX 75207

\*You will receive a hotel confirmation via email closer to the conference.

## Conference Registration

If you do not have a myNACCHO account, you will need to create one in order to register for the conference. You will be asked for your basic personal information, current employer and position, as well as your contact information. It is important that the email address used to create your account is unique to you—MyNACCHO accounts cannot share email addresses and attempting to do so will slow down the registration process.

Registration for scholarship awardees will open on **January 1, 2020**. Please use this [link](#) to register for the 2020 Preparedness Summit as a scholarship awardee.

At the bottom of the registration page under “Event Fees”, you will see the box below. This is for NACCHO staff to keep track of each program’s scholarship awardees. **MRC Scholarship awardees should enter 5250 in this box.**

project code:

*Required*

Once you have completed your registration, you will receive a confirmation email from [prepsummitreg@naccho.org](mailto:prepsummitreg@naccho.org). If you do not receive a confirmation email, please contact Liz Ilechko at [eilechko@naccho.org](mailto:eilechko@naccho.org).

## Travel Reservations

To receive airline or Amtrak ticket coverage, **you must use NACCHO's travel agency, Association Travel Concepts (ATC)**. We encourage you to book the lowest economical fare, which may require you to be flexible with your travel schedule and may not allow for non-stop flights. There are two local airports: **Dallas Love Field Airport (DAL)** is about 5 miles from the hotel and **Dallas/Fort Worth International Airport (DFW)** is about 15 miles from the hotel. ATC uses an online booking agent called DEEM, similar to Travelocity, Orbitz, etc., that allows users to search and select flights. **Air travel should be booked during normal Monday-Friday business hours to ensure they are approved within 24 hours.** Please see below for instructions on how to book with ATC.

### **NEW USERS TO ATC:**

New users will receive an email from ATC/DEEM within the next two days. Once you've received the link please login and create your profile. From there, you may start booking your flights. If you do not receive an email from ATC by Monday, January 13<sup>th</sup>, please check your spam folder.

### **USERS THAT HAVE USED ATC BEFORE:**

Previous users to ATC will **not** receive an email from ATC/DEEM and may book by using the link provided below. If you have forgotten your password, you can manually reset with the "Forgot your username or password?" link.

ATC login link: [NACCHO-ATC.deem.com](http://NACCHO-ATC.deem.com). Once you have selected a flight you will be asked for the following information to confirm your purchase:

<b>Name:</b>	<b>Preparedness Summit 2020</b>
<b>Travel Authorization Code:</b>	<b>402478</b>

If you would like to speak with an ATC travel agent, or need to make a change to your reservation, please call ATC at **800-458-9383** to speak to a live agent for assistance. If you have questions regarding your travel, please contact Liz Ilechko ([eilechko@naccho.org](mailto:eilechko@naccho.org)).

## Per Diem Meals

NACCHO will reimburse a flat rate for your meals. The NACCHO Travel Policy allows \$13 for breakfast, \$20 for lunch, and \$32 for dinner. There will be three lunches provided during the conference which will be excluded from your meal reimbursements. An evening meal for travel on Sunday and a lunch meal for travel on Friday will be included in the meal reimbursement. A copy of the meal reimbursement form will be provided to participants at the workshop, which can be completed and returned at the end of the conference. An electronic copy of the Travel Expense Form, as well as the NACCHO Travel Policy, will also be available to participants. All meal reimbursement forms must be returned to NACCHO by Friday, April 10, 2020.

## Ground Transportation

Transportation from the **Dallas Love Field Airport (DAL)** and **Dallas/Fort Worth International Airport (DFW)** to the hotels is available via taxi or rideshare service. DAL is about 5 miles from the hotel and the estimated fare is \$15-\$20. DFW is about 15 miles from the hotel and the estimated fare is \$18-\$40.

## Dress Code

For your comfort, business casual attire is acceptable throughout the Preparedness Summit. MRC attire is encouraged for the MRC Leadership Summit for the group photo and comfortable shoes throughout the conference. Average temperatures for Dallas in March and April range from a high of 69 to a low of 49 degrees Fahrenheit.

## Questions

If you have any questions regarding **meeting logistics** before your trip, please contact Liz Ilechko with NACCHO at (202) 796-2671 or at [eilechko@naccho.org](mailto:eilechko@naccho.org). Any additional questions can be directed to [mrc@naccho.org](mailto:mrc@naccho.org).