



National Institute of Arthritis and Musculoskeletal and Skin Diseases

Logistical Information

Name of Meeting "New Therapies for Chronic Recurrent Osteomyelitis (CRMO), Synovitis, Acne, Pustulosis, Hyperostosis and Osteitis (SAPHO) Syndrome as well as Bechet's Disease Through Understanding the Pathogenesis"

Meeting Dates Wednesday, September 3rd through Friday, September 5th, 2008.

Meeting Hosts Dr. Raphaela Goldbach-Mansky, NIAMS, NIH &
Dr. Karyl Barron, NIAID, NIH

Location The Cloisters at the National Institutes of Health
Building 60
60 Center Drive (NIH Campus)
Bethesda, Maryland 20892

NOTE: The meeting is held on the NIH campus, not at the hotel.

Schedule **Wednesday, September 3rd**
Meeting: 7:30 a.m. -- 6:00 p.m.

Thursday, September 4th
Meeting: 7:30 a.m. -- 6:00 p.m.

Friday, September 5th
Meeting: 7:30 a.m. -- 1:30pm

A boxed lunch at a cost of \$10 per person will be provided on Wednesday, Thursday, and Friday; (the box lunch request forms will be provided each morning at the meeting site for menu selection).

Lodging A representative from Courtesy Associates will contact each of the invited speakers confirming the hotel reservations and lodging. The speakers will stay at the Bethesda/Pooks Hill Marriott; 5151 Pooks Hill Road; Bethesda, Maryland 20814 USA; Phone: 1-301-897-9400

Air or Train **The designated NIAMS travel planner will be arranging the flights***

Transportation

Ground Transportation to and from Airport

Airport	Approximate Taxi Fare	Approximate Travel Time
Baltimore/Washington International	\$70	45-60 minutes
Dulles International	\$45	35-45 minutes
Reagan Washington National	\$35-38	30-40 minutes

Taxi service is readily available at each airport during peak hours of operation; however, if you will be traveling late in the evening, it is strongly recommended that you contact **Barwood Taxi at (301) 984-1900** to arrange for transportation in advance of your arrival. Another local area taxi service is **Regency Cab Company (301) 990-9000**.

There is a metro stop at Reagan Washington National Airport (either the yellow or blue line) that travelers can use to transfer over to the RED line via the Metro Center transfer station for the blue line or the Gallery Place Metro for the yellow line. Take the Red line train north towards Shady Grove, the station at the NIH is MEDICAL CENTER. (see website for map below)

<http://www.wmata.com/metro/metro/systemmap.cfm>

If you travel by train, plan to arrive at Union Station, located in Washington, DC. A taxicab from the station to the hotel will cost about \$30-\$35 and take approximately 30-40 minutes.

Ground Transportation to and from Hotel and Meeting

The NIH Priority One Shuttle Services will be at the Pooks Hill Marriott in Bethesda, Maryland to transport the invited speakers from the hotel each morning to the NIH campus directly to the Cloisters Meeting Facility. The shuttle will also transport the speakers back to the hotel at the end of the day. To ensure that a taxi is available for your departure, you can call the hotel front desk or call the taxicab company directly to make arrangements. **Two companies providing taxi service to the local area are Barwood Taxi company at (301) 984-1900 and Regency Cab company at (301) 990-9000.**

NIH Security

The National Institutes of Health, like all Federal Government facilities, has instituted security measures to ensure the safety of NIH employees, patients, and visitors. Access to the NIH campus and buildings has been limited. Due to these increased security measures, the NIH Police will be at the Pooks Hill Marriott to screen, issue the NIH Visitor badges prior to entry on the NIH campus, and escort the speakers to the Cloisters. The police officers will be at the hotel at least 30 minutes prior to the shuttle departure each morning, at 6:30am with the shuttle departing from the hotel by 7:00am. It is extremely

important to have proper identification to present each morning (passport) in order for the issuances of the visitor badges to go smoothly without delays.

If you have other questions concerning security at the NIH, please refer to the following NIH Web site: <http://www.nih.gov/about/visitorsecurity.htm>. Note that this site is updated regularly, as security changes can occur daily.

For anyone not coming on the Pooks Hill Marriott shuttle to campus but rather coming directly to the NIH, these individuals will need to go through the visitor entrance at the Wisconsin Ave./South Drive entrance (directly across from the Bethesda National Naval Medical Center and at the Medical Center Metro Station).

All vehicles entering the NIH Campus are subject to inspection, and two forms of identification may be requested before access is granted. Please allow extra time when entering the campus in the mornings.

**Federal Travel
Regulations &
Reimbursement**

Invited speakers will receive reimbursement for the following: per diem at the government rate for the Washington Metropolitan area for meals and incidental expenses for the number of days the speakers are at the meeting, ground transportation/taxis from home to and from the airport; ground transportation to and from the airport to the hotel and/or personal mileage and airport parking. Please retain all receipts for your ground transportation expenses including taxis, metro fare, etc. Receipts should be submitted to your NIAMS Travel Planner for the vouchering process after the meeting. Once the Travel Voucher is prepared by the travel planner, they will then send the voucher to the travelers for review and signature certification before the final voucher is approved and processed. The per diem cost you will receive for meals and incidental expenses (m & i.e.) is \$64.00 per day for the FULL days you will be in attendance of the meeting; for the first day of arrival and last day of departure you will receive a partial per diem in the amount of \$48.00. (75% of \$64) All reimbursements are subject to applicable government regulations.

***The complete list of NIAMS Travel planners will be posted on the CRMO/SAPHO website.**

Contacts Each traveler will receive a personalized fact sheet with their individual travel planners contact information only. Please refer to your individual fact sheet if you need to identify which travel planner prepared your package.

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