

Instructions to the Traveler

Program Title: 2011 DoD/VA Annual Suicide Prevention Conference: All the Way Home: Preventing Suicide Among Service Members and Veterans

TRACE Project No.: 11.TE.ST.MH.DODVA.A

EES Conference Registration: **FOR VA CLICK HERE TO REGISTER:**
<https://vaww.trace.lrn.va.gov/registration/Default.asp?CourseID=5201>

FOR DOD AND OTHER CLICK HERE TO REGISTER:
<http://registration2.experient-inc.com/showDSP111/Default.aspx>

It is important that you input your VA email address accurately.

Hotel Information: Sheraton Boston Hotel
39 Dalton Street
Boston, MA 02199 (Suffolk County)
<http://www.sheratonbostonhotel.com>

Hotel Main Phone: 617-236-2000

Reservations Telephone: 1-888-627-7054
ASK FOR ROOM BLOCK: "Suicide Prevention Conference" or "US Department of Veterans Affairs."

On line reservation link:
<http://www.starwoodmeeting.com/Book/DODVHAAnnualSuicidePreventionConference>

Reservation Deadline:

Friday, February 18, 2011 at 5:00 pm ET

PLEASE DO NOT MAKE YOUR HOTEL RESERVATIONS AT FED TRAVELER WEB SITE OR AT THE HOTEL'S GENERAL WEB SITE. IF YOU DO, YOU WILL NOT RECEIVE THE SPECIAL CONTRACTED RATE AND VA MAY INCUR ADDITIONAL COSTS.

Arrival/Departure

Dates: Arrival date: Saturday, March 12, 2011 (for those that will be attending the pre-conference meetings on Sunday, March 13th) or Sunday, March 13, 2011 (for the general conference)

Departure: Thursday, March 17, 2011 or Friday, March 18, 2011 (for those that are unable to return to their work station city after the conference adjourns on Thursday, March 17th)

Check in/Checkout:

Check-in: 3:00 pm Checkout: 12:00 noon.

Per Diem Rate:

Lodging: **\$154.00** Meals & Incidentals: **\$71.00**

Lodging rate is subject to the prevailing room tax of 14.45% (Suffolk County). A tax exemption form is not included with this ITT as Massachusetts hotels do not accept tax exemption on guest rooms. Taxes may be claimed on your travel expense report.

PLEASE NOTE: All reservations must be accompanied by a first night's room deposit.

Your credit card will be charged for one night at the time you make your reservation. The hotel will not hold any reservation unless secured by the above method. Also, you must make any special room type requests at the time you make your reservation. **If you need to cancel your reservation, your deposit will be refunded if you cancel 72 hours in advance of the conference date.**

Additional Information: This hotel charges an early departure fee of \$50.00 for any guest who checks out prior to their confirmed checkout date. Please be sure to confirm your checkout date when you are checking in at the front desk to avoid this possible penalty fee.

Pre-Conference Registration	Sunday, March 13, 2011	12:00-1:00 pm
Pre-Conference Program Times:	Sunday, March 13, 2011	1:00-4:00 pm
Early Registration-General Conference:	Sunday, March 13, 2011	3:00-6:00 pm
Registration:	Monday, March 14, 2011	7:00 am-4:00 pm
Conference Begins:	Monday, March 14, 2011	8:00 am
Conference Ends:	Thursday, March 17, 2011	12:00 noon

Travel Information:

1. You will need to make your own airline & hotel reservations. **Do Not use Federal Traveler to make your hotel reservations.**
2. Please follow your facility's instructions for obtaining your travel authority and any advance of funds.
3. **Please do not schedule your return flight home until a minimum of two hours after conclusion of the conference.**

Dress Code: **Dress attire is business casual.** You may wish to bring a jacket or sweater since meeting rooms are cold at times.

Refreshment Breaks: Light am and pm refreshments will be provided by the VA EES.

Ground Transportation: There are several transportation options from Logan International Airport to Sheraton Boston Hotel:

- Ultimate Livery & Shuttle has partnered with Sheraton Boston for shuttle transportation services. The fare one way for a shared shuttle van is approx. \$14.00. You may contact Ultimate Shuttle directly at 888-437-4379 to schedule a pickup or make reservations online at using the following URL: <http://ultimateshuttle.hudsonltd.net/res?USERIDENTRY=SHERATONB&LOGON=GO>
- Taxi cabs are available at Logan International Airport to Sheraton Boston Hotel for approx \$40 one way.
- Sheraton Boston Hotel is approx. 4 miles from Logan International Airport, approx. drive time is 15-25 minutes.

Parking: For those attendees who drive, the Sheraton Boston hotel has the following options:

- Self parking at the Prudential Center Garage for \$39.00 for a 24 hr period. There are no in and out privileges and payment must be made each time you depart from the garage.
- Valet parking for \$44.00 per night until 2:00 pm on the day of check-out. Valet parking provides in and out privileges. *Please note that you may not be reimbursed for valet parking from your facility/VA Medical Center if you choose this option.*

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