



IHE North American (NA) Connectathon 2017 Monitor Team Travel Guide

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Greetings IHE NA Connectathon 2017 Monitor Team!

As the IHE NA Connectathon sponsor, IHE USA will be your logistical resource as you prepare for arrival on-site. Please read carefully, note deadlines, and observe the processes outlined in this guide. Monitors are responsible for understanding and adhering to the information and guidelines described below. ***Failure to comply with these processes and deadlines will relieve IHE USA from the responsibility of paying for your expenses.***

Contact Us

For travel or logistical questions, please contact Jeremiah Myers at jmyers@himss.org.
For technical questions, please contact Lynn Felhofer at felhofer.lynn@gmail.com.

Important Dates

The table below summarizes important dates. It is important that you read ***all*** the information in this document for full details.

Deadline	Date	Notes
Complete Monitor Travel Survey	November 17, 2016	Start survey now.
Book airfare (<i>if applicable</i>)	December 5, 2016	Must arrange through Innovative Travel . Please use Google Chrome for the best results.
Register for your Monitor badge	December 5, 2016	You will receive a separate invitation to register.
Request <i>advance</i> Per Diem. Send form to jmyers@himss.org .	December 5, 2016	Open and Print Per Diem Form. Requests submitted after December 5, 2016 will not be processed until after the event.
OR		
Submit <i>post-event</i> Per Diem form to jmyers@himss.org .	February 10, 2017	Open and Print Per Diem Form. Requests submitted after February 10, 2017 will not be accepted.

IHE NA Connectathon 2017 Location and Schedule

Date: January 23 - 27, 2017

Location: Huntington Convention Center of Cleveland and [HIMSS Innovation Center](#)

Address: 1 St. Clair Ave., NE, Cleveland, OH 44114

IHE NA Connectathon Week Schedule:

Please note all times are in Eastern Standard Time (EST).

Monday, January 23

- Prior to 9:30am - Monitors traveling by air arrive at Cleveland Hopkins International Airport
- 11:00-11:30am - Monitors arrive at the Convention Center and pick up badges
- 11:30am-12:00pm - Monitor welcome meeting
- 12:00pm-1:00pm - Monitor lunch
- 1:00pm-1:30pm - Monitors set up and connect to IHE NA Connectathon network
- 1:30pm-5:30pm - Monitors work on test verification

Tuesday-Thursday, January 24-26

- 9:00am-5:30pm - Monitors work on test verification

Friday, January 27

- 8:00am-12:00pm - Monitors work on test verification
- 12:00pm - IHE NA Connectathon ends and monitors may depart

Travel Accommodations

All Monitors must complete and submit the [Monitor Travel Survey](#) by November 17, 2016 in order for IHE USA to review and approve travel accommodations.

Air Travel

- **Please book your airfare by December 5, 2016.**
 - **New!** All Monitors arriving by plane should book air travel to leave their home location in the morning on Monday, January 23, 2017 to arrive at Cleveland Hopkins International Airport by 9:30am EST in order to attend the Monitor welcome meeting at 11:30am EST. Monitors who are unable to find a same day flight, should book travel on Sunday, January 22, 2017.
 - All airfare compensated by IHE USA must be arranged through [Innovative Travel](#). Please use Google Chrome for the best results.
- To complete your booking, you will be prompted to enter a billing code and choose the proper credit card. Please use the following information below:
 - Billing code: **IHECAT2017**
 - Credit Card: **IHE NA Connectathon 2017 (Mastercard)**
- IHE USA will cover coach air travel up to \$400 USD; airfares greater than \$400 USD will require approval by IHE USA.
 - Approvals are routed through the travel agency directly to IHE USA staff. You do not need to request prior approval.
- IHE USA will **not** cover airfare outside the US and Canada.

For questions or to book via phone, contact a travel representative at [Innovative Travel](#).

Phone: +1-877-510-4747

Monday – Friday, 8:30am– 5:30pm CST

Hotel Accommodations

IHE USA will make your hotel reservation. Please do not book your own room.

- You will be staying at the [Hilton Cleveland Downtown](#). Your hotel accommodations will be made on your behalf by IHE USA.
- IHE USA will cover the cost of your hotel room + taxes, which will be billed directly to IHE USA and does not require any additional documentation from you.
 - You will be required to place a credit card on file at check-in for incidental room charges (this includes phone, internet, and food/beverage charges).
- Rooms will be booked for check-in on Monday, January 23, 2017 and check-out on Friday, January 27, 2017.
- If you are making other arrangements for your accommodations, require special dates, or changes to your reservation please notify Jeremiah Myers at jmyers@himss.org. *All special requests are subject to approval by IHE USA.*

[The Hilton Cleveland Downtown](#)

100 Lakeside Avenue East
Cleveland, Ohio 44114
Phone: +1-216-413-5000

Travel within Cleveland

From [Cleveland-Hopkins International Airport](#):

- Head toward Interstate 71/Interstate 480/ Ohio 237 N/Cleveland (I-71) and merge on to OH-237 N. Continue onto Berea Fwy. Merge onto I-71 N. Continue onto I-90 E. Take exit 172A for 9th Street E toward I-77 S. Merge onto E 9th Street. Turn left onto St. Clair Avenue NE. The Huntington Convention Center of Cleveland is located at 1 St. Clair Ave. NE, Cleveland, Ohio 44114.

You are responsible for coordinating transportation within Cleveland. Taxis are readily available at Cleveland Hopkins International Airport. Additionally, we have found that [Uber](#) is a reliable, alternative option to taxi service in the Cleveland downtown area.

The Hilton Hotel has a walkway that directly connects to the Cleveland Convention Center. Guests do not need to leave the hotel to access the IHE NA Connectathon testing floor. It is a short walk from the hotel. There are also plenty of restaurants and stores within walking distance of the Hilton and Cleveland Convention Center. IHE USA will provide more information and recommendations on the [website](#) prior to your departure.

Parking:

- Overnight parking at The Hilton is \$32.00 per day, valet only. The Hilton does not provide shuttle service.
- [Other parking options are available](#). The Huntington Garage is the closest garage to the Cleveland Convention Center (CCC). You would enter the CCC from the Lakeside Avenue entrance.

Monitor Badge Registration | Register by December 5, 2016

Badge registration is administered through Cvent, our online badge registration site. You will receive an invitation email from Cvent that will include a direct link to the Monitor badge registration portal. Your badge provides you access to the IHE Connectathon test floor Monday – Friday and for lunch Monday - Thursday. If you have any questions, please contact Jeremiah Myers at jmyers@himss.org.

IHE NA Connectathon Social Event | January 24, 2017

Save the date! As a thank you for the hard work of our Monitor Team, IHE USA is hosting a Social Event on Tuesday, January 24, 2017 for the IHE Connectathon Monitors and test participants. Additional information about this event will be sent to you in the future.

Per Diem for Travel Expenses

IHE USA will cover expenses associated with your participation in the IHE NA Connectathon as detailed below. IHE USA will pay these expenses you incur for the dates of the event January 23 - 27, 2017 and plus any additional day(s) in which you were in transit to the IHE NA Connectathon.

Per Diem

- Monitors will be paid a per diem to cover the cost of meals and travel-related expenses.
- Monitors will be paid \$70 USD per day. Your travel days are determined by your check-in and check-out dates at The Hilton Cleveland Downtown. For most monitors, this will be January 23-27. If you have arranged special travel dates and have questions please contact Jeremiah Myers at jmyers@himss.org.
 - Costs associated with the IHE NA Connectathon outside of these dates are the responsibility of the individual.
- Your per diem will cover the cost of meals (breakfast/dinner) and travel-related expenses (parking, baggage fees, taxis, trains, or other public transportation, etc.)
- Lunch is provided for you Monday - Thursday as a part of the IHE NA Connectathon. Per diem may not be used for lunch off-site on those days.
- No receipts are required to receive your per diem.

Requesting Per Diem

- You may request your per diem in advance by printing and submitting the [IHE USA per diem request form](#) via email to Jeremiah Myers at jmyers@himss.org.
- Advance per diem requests must be submitted no later than December 5, 2016. Otherwise, you must submit your completed form post event, no later than February 10, 2017.

On-Site Monitor Orientation | January 23, 2017

The Monitor Orientation meeting will take place on Monday, January 23, 2017 at 11:30am – 12:00 noon EST at the Cleveland Convention Center. The specific meeting room number will be given to you in advance.

Monitor Badge Pick Up

Monitor badges will be available for pick up between 8:30am and 11:30am EST prior to the Monitor Orientation meeting and again immediately following orientation. Badge pick up outside of these times will be available at the IHE NA Connectathon registration counter.

Volunteer at HIMSS17 Interoperability Showcase™

Can't get enough health IT? Consider volunteering at the [HIMSS17 Interoperability Showcase™ Annual Conference](#)! HIMSS is looking for qualified IT professionals to volunteer at the largest event in the health IT industry: February 19 – 23, 2017 in Orlando, FL. To apply, please contact Bronwen Watkins-Pitchford at bpitchford@himss.org for more information.

Can't get enough health IT? Consider volunteering at the [HIMSS Interoperability Showcase™](#) at [HIMSS17 Annual Conference and Exhibition](#)! HIMSS is looking for qualified health IT professionals to volunteer at the largest event in the industry taking place February 19 – 23, 2017 in Orlando, FL. To apply, please complete the [brief survey](#) or contact Bronwen Watkins-Pitchford at bpitchford@himss.org for more information.