



IHE NA Connectathon 2015
Monitor Team Travel Guide

Contents

Greetings IHE NA Connectathon 2015 Monitor Team!.....	3
Contact Us.....	3
Important Dates.....	3
IHE NA Connectathon 2015.....	3
Travel and Hotel Accommodations	4
Travel	4
Hotel Accommodations.....	4
Travel within Cleveland.....	5
Monitor Badge Registration Register by December 12, 2014	5
Connectathon Social Event January 27, 2015.....	5
Per Diem & Travel Expenses.....	6
Per Diem.....	6
Requesting Per Diem.....	6
Non-Disclosure & Conflict of Interest Forms	6
On-Site Monitor Orientation January 26, 2015	7
Monitor Badge Pick Up	7
Volunteer at HIMSS15 Interoperability Showcase!	7

Greetings IHE NA Connectathon 2015 Monitor Team!

Congratulations on being selected as a Monitor for the IHE NA Connectathon 2015! As the sponsor, IHE USA will be your financial and logistical resource as you prepare for arrival at the Connectathon. Please use the following information as a guide to navigate you through arranging your travel, lodging, and processing your per diem.

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 dismiss IHE USA from the responsibility of reimbursing travel expenses.

Contact Us

For travel or logistical questions, please contact Derek Czaplewski at dczaplewski@himss.org.
For schedules and technical questions please contact Steve Moore at smoore@wustl.edu.

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
Book airfare (<i>if applicable</i>)	December 5, 2014	Must arrange through Innovative Travel .
Submit Completed Non-Disclosure & Conflict of Interest Forms	December 5, 2014	Access forms online .
Register for your Connectathon monitor badge & purchase social event tickets	December 12, 2014	Register via the separate invitation sent to you.
Submit advance Per Diem form	December 12, 2014	
OR		
Submit post-event Per Diem form	February 16, 2015	Requests submitted after 2/16/15 will not be accepted.

IHE NA Connectathon 2015

Date: January 26 – 30, 2015

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

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

Travel and Hotel Accommodations

Travel

- Please **book your airfare by December 5, 2014.**
- All airfare compensated by IHE USA must be arranged through [Innovative Travel](#)
- To complete your online booking, you will be prompted to enter a billing code. **You must use IHE USA's specific billing code below**
 - Billing code: **IHENA2015**
- IHE USA will cover coach air travel up to \$400 USD; airfares greater than \$400 USD will require approval by IHE USA.
- Please be sure to check all airlines for the most cost effective flight, including SOUTHWEST
 - To search SOUTHWEST, please enter your search requirements and select SOUTHWEST as your airline preference. Select Search.
 - Select the SWABIZ icon (top right) to be transferred to Innovative Travel's SOUTHWEST Airlines portal
 - Enter search requirements, and select flights as normal
- IHE USA will **not** cover airfare outside the US and Canada.

For assistance, please contact a travel representative:

[Innovative Travel](#)

877-510-4747

Monday – Friday, 8:30a – 5:30p CT

Hotel Accommodations

- **IHE USA will make your reservation. Please do not book your own room.**
- You will be staying at the [Westin Cleveland Downtown](#). Your hotel accommodations will be made on your behalf by IHE USA.
- IHE USA will cover the cost of your Westin room + taxes, which will be billed directly to IHE USA and does not require any additional documentation by you.
 - Any additional hotel expenses are your responsibility (this includes phone, internet, and food/beverage charges).
- If you are making other arrangements for your accommodations, please notify an IHE USA staff person ASAP.
- Rooms will be booked for January 25 - 29, 2015. If you require special dates, please contact IHE USA at dczaplewski@himss.org. *All requests are subject to approval by IHE USA.*

Travel within Cleveland

Transportation within Cleveland is your responsibility to coordinate. Valet parking is available at the Westin Cleveland Downtown.

Directions to the Westin Cleveland Downtown:

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

- *Car*: 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 Westin will be on the right.
- *Taxi*: Cleveland-Hopkins International Airport has a taxi terminal to coordinate your travel.

Monitor Badge Registration | Register by December 12, 2014

You are required to register for your monitor badge online. Your badge provides you access to the Connectathon testing floor and lunch Monday – Friday. Register for your Monitor badge by December 12, 2014.

[Click Here to Register for your Monitor Badge](#)

Connectathon Social Event | January 27, 2015

As a thank you for the participation and hard work of our Monitor Team and our Connectathon participants, IHE USA is hosting a Social Event on Tuesday, January 27, 2015, at Cleveland's legendary [Rock and Roll Hall of Fame](#). Purchase your social event badge during badge registration.

IHE USA Monitors receive reduced price admission! Tickets are \$20.00 for Monitors and include food, beverages, and exclusive admission to the museum's seven floors of exhibits.

If you plan on bringing guests, additional tickets are \$45.00 each and can be purchased on-site at Connectathon check-in. Transportation between the Westin and the Rock and Roll Hall of Fame will be provided.

Full event details are available on [IHE USA's website](#).

Per Diem & Travel Expenses

IHE USA will cover the expenses associated with your participation in the Connectathon as listed below. IHE USA will pay these expenses from January 26 –30, 2015. Costs associated with the Connectathon outside of these dates are at the expense of the individual.

Expense	Deadline
Airfare	December 5, 2014: Airfare must be booked through Innovative Travel .
Per Diem: \$70 per day	December 12, 2014: <i>Advanced</i> per diem form due February 16, 2015: <i>Post-event</i> per diem form due
Westin Downtown Cleveland hotel accommodations.	December 12, 2014: Deadline to notify IHE USA if you do NOT need a room

Per Diem

Monitors will be paid a per diem to cover the cost of meals and travel expenses.

- Monitors will be paid a per diem of \$70 USD per day of the scheduled event.
- Your per diem will cover your meals: breakfast/dinner and basic food costs for each day.
 - Lunch is provided for you Monday - Thursday as a part of the Connectathon.
- Your per diem will also cover travel expenses (parking, baggage fees, personal car mileage, taxis, trains, or other public transportation, etc.).
- No receipts are required to receive your per diem.

Requesting Per Diem

- You may request your per diem in advance by submitting the [IHE USA Per Diem Request Form](#).
- **Advance per diem requests must be submitted no later than December 12, 2014.**
- Otherwise, to receive your per diem, you must submit your completed form no later than February 16, 2015.

Submit all forms to Derek Czaplewski at dczaplewski@himss.org.

Non-Disclosure & Conflict of Interest Forms

IHE USA requires all monitors to submit a [Conflict of Interest form and Non-Disclosure form](#). Completed forms must be submitted by December 5, 2014, to Derek Czaplewski at dczaplewski@himss.org.

On-Site Monitor Orientation | January 26, 2015

The Monitor Orientation meeting will take place on Monday, January 26, 2015 at 9:00AM. The exact location is TBD. Testing sessions require long hours and are often hectic, so please dress casually for this event.

Monitor Badge Pick Up

Monitor badges will be available for pick up between 8:30AM and 9:00AM ET prior to the Monitor Orientation meeting and again immediately following orientation. Badge pick up outside of these times will be available at the Connectathon check-in desk.

Volunteer at HIMSS15 Interoperability Showcase!

Can't get enough HIT? Consider volunteering at the [Interoperability Showcase™ at HIMSS15 Annual Conference](#)! HIMSS is looking for qualified IT professionals to volunteer at the largest event in the health IT industry: April 13 - 15, 2015, in Chicago, IL. To apply, please contact Elizabeth Peters at epeters@himss.org or visit their [website](#) for more information.