



IHE North American (NA) Connectathon 2019 Monitor Team Travel Guide

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Greetings IHE NA Connectathon 2019 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 Sarah Bell at sbell@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.

Deliverable	Deadline	Notes
<i>Time Sensitive:</i> Activate your new account in Concur to book your flights. <i>(Instructions on Page 5)</i>	November 23, 2018	Open and follows instructions from DoNotReply@concur.com sent on November 16, 2018.
Book airfare <i>(if applicable)</i> <i>(Page 5)</i>	November 30, 2018	If IHE USA is paying for you flights, you must book it through Concur .
Register for your Monitor badge. <i>(Page 7)</i>	December 7, 2018	You will receive a separate invitation from Cvent to register.
Request <i>advance</i> Per Diem. Send form to sbell@himss.org . <i>(Page 8)</i>	December 14, 2018	Open and Print Per Diem Form . Requests submitted after December 14, 2018 will not be processed until after the event.
OR		
Submit <i>post-event</i> Per Diem. Send form to sbell@himss.org . <i>(Page 8)</i>	February 15, 2019	Open and Print Per Diem Form . Requests submitted after February 15, 2019 will not be accepted.

IHE NA Connectathon 2019 Location and Schedule

Date: January 21 - 25, 2019

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 21

- Prior to 9:30am - Monitors traveling by air must arrive prior to 9:30am EST at Cleveland Hopkins International Airport
- 11:00-11:30am - Monitors arrive at the Convention Center and pick up badges at Badge Registration
- 11:30am-12:00pm - Monitor welcome meeting (Location TBD)
- 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 22-24

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

Friday, January 25

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

Travel Accommodations

Air Travel: Please read these instructions carefully and adhere to the timelines listed below.

- **Time Sensitive:** Activate your account in [Concur](#) by **November 23, 2018**.
 - You will receive an email from DoNotReply@concurolutions.com sent on November 16, 2018. To complete your booking, please follow the link provided to change your password.
 - The link **expires after November 23, 2018**. Contact sbell@himss.org for help.
- **Book your flight in [Concur](#) by November 30, 2018.**
 - Use the user name and password created above.
 - Please enter cost center **1154 - IHE USA** when booking your travel in Concur.
- **Arrival:**
 - All monitors are required to depart from their home location and fly in on Mon. January 21, 2019 if they can arrange a flight to arrive at the airport prior to 9:30am EST. Monitors who are unable to find a same day flight, should book travel on Sun. January 20, 2019.
- **Departure:**
 - All monitors are required to depart on Fri. January 25 after 1pm EST. The event ends at 12noon EST.
- **Budget:**
 - IHE USA will cover coach air travel up to \$370 USD; airfares greater than \$370 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 assistance regarding IHE USA's travel policies, contact

Sarah Bell at sbell@himss.org.

For assistance regarding Concur, please email teamb@shortstravel.com

or call 1-877-503-0016. Hours: 8:00am – 8:00pm CT, Monday – Friday.

Hotel Accommodations

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

- Indicate your check-in/checkout dates in the Monitor Travel Survey by completing this before November 16, 2018.
- You will be staying at the [Hilton Cleveland Downtown](#). Your hotel accommodations will be made on your behalf by IHE USA.
- Rooms will be booked for check-in on Monday, January 21, 2019 and check-out on Friday, January 25, 2019.
- 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).
- If you are making other arrangements for your accommodations, require special dates, or changes to your reservation please enter your requests in the Monitor Travel Survey or notify Sarah Bell at sbell@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

Directions from [Cleveland-Hopkins International Airport](#) to:

Head toward Interstate 71/Interstate 480/ Ohio 237 N/Cleveland (I-71) and merge on to OH-237 N. Continue onto Berea Freeway. 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.

Taxis:

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.

Hilton Hotel Access:

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 \$36.00 per day, valet only. The Hilton does not provide shuttle service.
- [View alternate parking options in Cleveland](#): 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 7, 2018

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 register for your badge. 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 Sarah Bell at sbell@himss.org

IHE NA Connectathon Social Event | January 22, 2019

Save the date! IHE USA is hosting a Social Event on Tuesday, January 22, 2019 for the IHE Connectathon Monitors and test participants at [Collision Bend Brewery Company](#). Additional information about this event will be sent to you with your Badge Registration information. Monitors who want to attend must purchase a ticket to this event and may use their per diem to cover the fee for themselves and any guests they wish to bring.

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 the expenses you incur for the dates of the event January 21 - 25, 2019 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 21 - 25. If you have arranged special travel dates and have questions please contact Sarah Bell at sbell@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 Sarah Bell at sbell@himss.org
- Advance per diem requests must be submitted no later than December 14, 2018. Otherwise, you must submit your completed form post event, no later than February 15, 2019.

On-Site Monitor Orientation | January 21, 2019

The Monitor Orientation meeting will take place on Monday, January 21, 2019 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 at the Cleveland Convention Center 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 desk.

Thank you for your support of IHE USA!

Thank you for your support of the IHE NA Connectathon and all your hard work and effort that goes into this event. Our work would not be possible without your commitment, knowledge and time. We truly appreciate it.