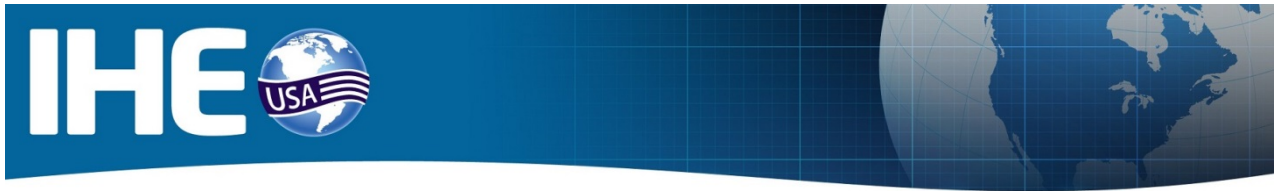


IHE NA Connectathon 2016
Monitor Team Travel Guide

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Greetings IHE NA Connectathon 2016 Monitor Team!

As the IHE NA Connectathon sponsor, IHE USA will be your financial and 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 dismiss IHE USA from the responsibility of paying for your expenses.***

Contact Us

For travel or logistical questions, please contact Nick Druzbaniski at ndruzbaniski@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
Book airfare (<i>if applicable</i>)	December 18, 2015	Must arrange through Innovative Travel .
Register for your IHE Connectathon Monitor badge & purchase social event tickets	December 18, 2015	You will receive a separate invitation to register.
Submit <i>advance</i> Per Diem form	December 18, 2015	
OR		
Submit <i>post-event</i> Per Diem form	February 15, 2016	Requests submitted after 2/15/16 will not be accepted.

IHE NA Connectathon 2016

Date: January 25 - 29, 2016

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

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

Dress: Testing sessions require long hours and are often hectic, so please dress casually for this event.

Travel and Hotel Accommodations

Travel

- Please **book your airfare by December 18, 2015**
- All airfare compensated by IHE USA must be arranged through [Innovative Travel](#)
- To complete your booking, you will be prompted to enter a billing code. **You must use IHE USA's specific billing code below:**
 - Billing code: **IHECAT2016**
- 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
- For SOUTHWEST bookings, you must call an Innovative Travel representative directly
- IHE USA will **not** cover airfare outside the US and Canada

For questions or to book via phone, contact a travel representative:
Innovative Travel
877-510-4747
Monday – Friday, 8:30 AM – 5:30 PM CST

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
 - 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 January 24 - 29, 2016
- If you are making other arrangements for your accommodations or require special dates, please notify [Nick Druzbaniski](#) by December 18, 2015. *All requests are subject to approval by IHE USA*

The Westin Cleveland Downtown
777 Saint Clair Avenue NE
Cleveland, Ohio 44114
+1 216-771-7700

Travel within Cleveland

Transportation within Cleveland is your responsibility to coordinate. 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.

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.

Parking:

- Overnight parking at The Westin is \$30.00 per day, valet only. The Westin 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 18, 2015

Badge registration is administered through Cvent. 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 and lunch Monday - Thursday.

IHE NA Connectathon Social Event | January 26, 2016

As a thank you for the participation and hard work of our Monitor Team and our IHE NA Connectathon participants, IHE USA is hosting a Social Event on Tuesday, January 26, 2016, at the legendary [House of Blues Cleveland](#).

IHE USA Monitors receive reduced price admission—more than half off! Tickets are \$20.00 for Monitors and include food, beverages, and live music.

You are welcome to bring a guest; additional tickets are \$45.00 per person and can be purchased at the IHE NA Connectathon registration counter. Transportation between the Westin and the House of Blues will be provided. Full event details are available on [IHE USA's website](#).

Per Diem & Travel Expenses

IHE USA will cover expenses associated with your participation in the IHE NA Connectathon as listed below. IHE USA will pay these expenses from January 25 - 29, 2016. Costs associated with the IHE NA Connectathon outside of these dates are at the expense of the individual.

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 of the scheduled event
- Your per diem will cover the cost of meals (breakfast/dinner) and travel-related expenses (parking, baggage fees, personal car mileage, taxis, trains, or other public transportation, etc.)
- Lunch is provided for you Monday - Thursday as a part of the IHE NA Connectathon
- 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 18, 2015** Otherwise, you must submit your completed form post event, no later than February 15
- Submit all forms to Nick Druzbaniski at ndruzbaniski@himss.org.

On-Site Monitor Orientation | January 25, 2016

The Monitor Orientation meeting will take place on Monday, January 25, 2016 at 9:00 AM EST in Meeting Room 21 located on the Exhibit Floor Level, located just down the hall from the IHE NA Connectathon registration counter.

Monitor Badge Pick Up

Monitor badges will be available for pick up between 8:30 AM and 9:00 AM 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 HIMSS16 Interoperability Showcase™!

Can't get enough HIT? Consider volunteering at the [Interoperability Showcase at HIMSS16 Annual Conference](#)! HIMSS is looking for qualified IT professionals to volunteer at the largest event in the health IT industry: February 29 – March 4, 2016 in Las Vegas, NV. To apply, please contact Bronwen Watkins-Pitchford at bpitchford@himss.org or submit the online [application](#).