



## HEALTHCARE SAFETY AND QUALITY IMPROVEMENT (HSQR) STANDING STUDY SECTION MEETING

June 6-7, 2018

Hilton Washington, DC/Rockville Hotel, Rockville, MD

### LOGISTICS FACT SHEET

On behalf of the Agency for Healthcare Research and Quality (AHRQ), you are cordially invited to attend the HEALTHCARE SAFETY AND QUALITY IMPROVEMENT (HSQR) Study Section Meeting in Rockville, MD.

Weris, Inc. is the logistical contractor assigned to support your attendance.

Please read the following information regarding your logistical arrangements. If you have any questions, please contact Lia Larson at 703-599-3588 or Lia.Larson@weris-inc.com.

<b>DATE</b>	June 6-7, 2018
<b>TIME</b>	June 6 - 7:30am–5pm & June 7 – 8am – 1pm
<b>MEETING LOCATION</b>	<b>Hilton Washington, DC/Rockville Hotel and Executive Meeting Center</b> 1750 Rockville Pike Rockville, MD 20852

#### LODGING



Weris has reserved a sleeping room for you at The Hilton Washington, DC/Rockville Hotel and Executive Meeting Center, arrival date June 5 and departure date June 7. This reservation covers room and tax only for the duration of the meeting. Check-in time at the hotel starts at 4:00 pm, and check-out time is 12 noon.

**IF YOUR PLANS CHANGE AND YOU ARE UNABLE TO HONOR YOUR RESERVATION**, please cancel your reservation by contacting Lia Larson at 703-599-3588 or Lia.Larson@weris-inc.com as soon as possible, but no later than 48 hours prior to your scheduled arrival.

The Hilton Washington, DC/Rockville Hotel and Executive Meeting Center will offer complimentary Wi-Fi internet service and daily complimentary continental breakfast.

**PLEASE NOTE:** A credit card imprint or cash deposit for any incidental charges (room service, movies, dry cleaning, etc.) is due at check-in. All extra expenses charged to your room will be due at check-out.

#### TRAVEL INFORMATION



**AHRQ-Supported Reviewers who will travel 50+ miles from the meeting site, you must make your travel arrangements through our travel agent, Corporate Traveler.**

Please plan to arrive on June 5 and depart on June 7 no earlier than **3:00 pm**. Please complete the JOT form provided as soon as possible to take advantage of advance-purchase pricing and reference **HSQR**.

JOT form: <https://form.jotform.com/73174973836166>

Travel Agency: Corporate Traveler

Contact: Jenneffer Lopez  
Email: [weris@corporatetraveler.us](mailto:weris@corporatetraveler.us)  
Telephone: 305-779-0991; afterhours 305-590-8399

Federal regulations allow us to cover the lowest available, nonrefundable, round-trip coach fare between the closest city listed in your address and your destination. Once your itinerary has been confirmed, an e-ticket confirmation will be emailed to you.

If you need early departure or late arrival, please submit your request to your SRO. **If you would like to make travel arrangements through your own travel mechanism, please note all tickets must be approved prior to purchase by the AHRQ Travel Project Officer.** It is our policy to request that participants use our travel agent. This will assist with controlling costs, making changes, rebooking and giving travelers 24/7 support.

AHRQ Travel Project Officer: Carmen Colston  
Telephone: 301-427-1540  
Email: [Carmen.Colston@ahrq.hhs.gov](mailto:Carmen.Colston@ahrq.hhs.gov)

**PLEASE NOTE:** Once a ticket has been issued, you are responsible for any changes in your plans that incur additional charges (change fees, etc.). If you find that you cannot attend the meeting after the ticket has been issued, please contact Lia Larson immediately.

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**GROUND  
TRANSPORTATION**



You will be reimbursed for ground-transportation expenses incurred (*excluding tips*). Please obtain receipts for all ground transportation expenses. **Receipts should contain the date and to/from information, and reflect reasonable and customary travel cost to/from the travel location.**

If you choose to drive to/from the meeting, you will be reimbursed for the use of your personal auto at the rate of \$0.545 per mile.

**PLEASE NOTE: Reviewers are not authorized to rent a car without preapproval from AHRQ.**

All fares listed in the table below are approximate one-way fares. Taxis and airport shuttles for Ronald Reagan National and Thurgood Marshall Baltimore/Washington International Airports are available at the lower level near each exit. At Washington Dulles International Airport, taxis and airport shuttles are available 24 hours a day at the east/west ramps on the lower level of the main terminal.

Airport	Miles	Taxi Fare
Ronald Reagan National (DCA)	20	\$70
Washington Dulles International (IAD)	25	\$75
Thurgood Marshall Baltimore/Washington International (BWI)	45	\$110

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**TRAVEL-EXPENSE  
REIMBURSEMENT**



Travel reimbursement information will be sent after the meeting. AHRQ will reimburse for the following travel expenses: ground transportation, airport parking, and tolls—**tips are not reimbursable**. You will receive a standard per diem rate for meals and incidentals (e.g., gratuities); you do not need to submit receipts for those expenses. Please retain all applicable detailed receipts as they must be submitted with your completed travel expense reimbursement claim form.

**PLEASE NOTE:** Reviewers located less than 50 miles from the meeting site will receive mileage reimbursement, parking (if applicable), per diem, and honorarium. No lodging will be provided.