

Instructions to the Traveler

Program Title: Integrating Mental Health and Primary Care Services: Blending Co-located Collaborative Care and Care Management

TRACE Project No.: 11.NP.PC.PCMHC3.B

Program Location: Embassy Suites Charlotte-Concord/Golf Resort & Spa
5400 John Q. Hammons Drive NW
Concord, NC 28027

Hotel general website: www.embassysuitesconcord.com

Phone: 1-704-455-8200 or **Reservations** at 1-800-EMBASSY
FAX: 1-704-455-8201

Registration Hours: Tuesday, August 9, 2011 at 7:00am-8:00am

Program Begins: Tuesday, August 9, 2011 at 8:00am

Program Ends: Thursday, August 11, 2011 at 12:00pm

Travel Information: You need to follow your facilities instructions concerning airline and hotel reservations as well as for obtaining your travel authority and any advance of funds. You or your travel clerk, if required, must call the hotel to make your lodging reservation in order to get into the contracted room block. Please do not use Fed Traveler or the main hotel website to reserve your room.

Because of stricter security measures, passengers are urged to arrive at the airport at least two (2) hours before your flight due to increased time it may take to get through airline ticketing and security.

Funding: Travel will be funded by your Medical Center, Facility or VISN Office.

Dress Code: Business casual. You may choose to bring a sweater or jacket as the meeting rooms can be cold at times.

Lodging: Rooms have been blocked at Embassy Suites Charlotte-Concord for **arrival on Monday, August 8th** and **departure on Thursday, August 11.**

It is imperative that you call the hotel no later than **July 30**, to make and guarantee your reservation. Reservations made after the cut-off date are not guaranteed the government rate.

Guests may book their reservations by either:

-Calling the hotel direct @ 704 455 8200 and speaking to our reservations department.

-Calling 1 800 EMBASSY
-Going online to www.embassysuitesconcord.com and entering the Group/Convention Code: VAM.

Per Diem Rates: Lodging: **\$77/night** Meals & Incidentals: **\$46/day**
Lodging rate is subject to the prevailing room tax of 12.75%. A credit card or advance deposit must guarantee reservation.

Cancellation: Please note that you must cancel your reservation 48 hours prior to date of arrival or your credit card will be billed and you will be responsible for those charges.

Tax Exemption: The hotel does not honor tax exemption for sleeping rooms. You may claim taxes on your Travel Voucher/Expense Report.

Check In/Out Times: The hotel check-in time is 4:00 p.m. and checkout time is 12:00 p.m.

Parking: There is no cost for parking.

Ground Transportation: Transportation to and from the Airport

Type	Typical Minimum Charge
Bus Service	5.00 USD
Limousine	55.00 USD
Rental Car	40.00 USD
Taxi	55.00 USD

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