

National Institutes of Health

Health Economics Common Fund Program
Turning Discovery into Health: The Contributions of Economic Research

NIH Main Campus, Building 31, Room 6C10

September 28-29, 2017

Pre-meeting Logistics Information for Travelers

Updated 7-9-17

This information will assist you in planning for your participation at the *Turning Discovery into Health: The Contributions of Economic Research* meeting sponsored by the Health Economics Common Fund Program at the National Institutes of Health (NIH). Rose Li and Associates, Inc. (RLA) is providing logistics support for this meeting. Please contact Chandra Keller-Allen at chandra.keller-allen@nih.gov or chandra@roseliassociates.com if you have any questions.

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Supported Travelers and U01 Awardees

There are two different groups of invited speakers at this meeting: 1) Health Economics Common Fund U01 awardees from RFA-RM-12-023 and RFA-RM-12-024; and 2) non-Health Economics awardees. Both groups are responsible for making their own travel arrangements. **Health Economics Common Fund U01 awardees are expected to use award funds to support their own travel for the last annual meeting in Bethesda, Maryland according to the Terms and Conditions of award and will not be reimbursed.** All invited speakers who are not Health Economics Common Fund U01 awardees will be reimbursed after the meeting for allowable travel and accommodations costs.

Meeting Website

Please register for the meeting at the URL below. The site will be updated as additional information and resources become available. You may wish to bookmark the website for future reference.

Health Economics Event Registration Website:

www.roseliassociates.com/HealthEcon2017

Meeting Schedule

The meeting is expected to begin at 9 a.m. on Thursday, September 28, and conclude by 3 p.m. on Friday, September 29, 2017. A complete agenda will be available on the meeting website, and instructions for speakers will be distributed prior to the meeting. We will schedule conference calls with each panel of speakers to discuss the presentations.

Meeting Location and NIH Campus Security

The meeting will be held in room 6C10 in the Claude B. Pepper Building (Building 31) located in the northeast section of the NIH main campus. All visitors to the NIH campus must enter through the NIH Gateway Center to obtain a visitor pass. The Gateway Center is located directly next to the Metro escalators, visitor parking structure MLP11, and the taxi drop-off area accessible via NIH Gateway Center Drive, which is accessible via the southbound lanes on Rockville Pike. A map of the full NIH campus is available at <https://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx>.

Once you are through the Gateway Center, you can proceed on foot to Building 31 (half a mile) or take a free campus shuttle. The campus shuttle stop is directly outside the door of the Gateway Center on the *inside* of the campus gates. To minimize your travel time, use the red line Campus Route shuttle going *to* Building 31 (it will be the second stop) and then use the purple line Campus Limited Route *leaving* Building 31 to return to the Gateway Center/Metro (it will be the first stop). Additional NIH campus shuttle information can be found at <http://www.ors.od.nih.gov/pes/dats/nihshuttleservices/Pages/shuttle.aspx>

Hotel Accommodations for All Travelers

A block of sleeping rooms for the nights of September 27 (Wednesday) and September 28 (Thursday) is being held at the Hyatt Regency Bethesda (7400 Wisconsin Ave., Bethesda, MD 20814, 301-657-1234) at a negotiated rate of \$231 per room per night plus 13 percent taxes (\$261 total per night for single occupancy). Travelers are responsible for making their own reservations in this block, secured with a personal credit card. **Reservations must be made by September 5, 2017 to ensure a room in the block at this rate.** Reservations can be made online with a personal credit card.

Hotel reservation website specifically for this room block:

<https://aws.passkey.com/e/49162606>

Click the button that says "Make a Reservation." On the next page in the top right it will show "Health Economics Research Symposium Sep 27 - Sep 29, 2017" indicating you are making a reservation for this specific room block.

Individuals will be responsible for their own charges, and all charges incurred are to be paid upon checkout. If you need to cancel your hotel reservation, please do so in accordance with the hotel's cancelation policy to avoid penalties. RLA cannot reimburse you for cancelation fees. Please make your reservation without delay even if you are uncertain of your specific travel plans. Reservations may be canceled 24 hours prior to arrival without penalty.

Meals

Participants are responsible for obtaining all meals and refreshments during the meeting. There is a cafeteria on the first floor of the meeting location building on campus (Building 31). Travelers will be reimbursed for meals in accordance with [GSA per diem rules](#). The Hyatt is in downtown Bethesda and there are many eating choices. A list of restaurants in the hotel and nearby are provided on the [hotel website](#).

Ground Transportation

Between Airports and Hotel

Taxi Information

- Dulles International Airport (IAD)
 - Washington Flyer Taxi: 703-661-6655
- Baltimore Washington Thurgood Marshall International Airport (BWI)
 - BWI Taxi Management, Inc.: 410-859-1100
- Ronald Reagan Washington National Airport (DCA)
 - Barwood Taxi: 301-984-1900
 - Blue Top Taxi: 703-243-8294

Metro Subway

Ronald Reagan Washington National Airport (DCA) is the only area airport with immediate access to the Metro subway system. If DCA is your destination, you can travel on the Blue Line from DCA toward Largo Town Center to Metro Center Station and then transfer to the Red Line in the direction of Grosvenor or Shady Grove, exiting at the Bethesda Metro Station. The hotel is located directly above the Bethesda Metro Station. If you are traveling Amtrak, take the Red Line from Union Station in the direction of Grosvenor or Shady Grove and exit at the Bethesda Metro Station. For further information regarding Metro subway transportation in the Washington, DC area and to determine how long the trip would take, please see <http://www.wmata.com>.

Parking: There are self-park and valet options at the Hyatt Regency Bethesda for overnight guests, detailed on the [parking page](#) of its website. Prices range from \$20 to \$28 per night.

The [Hyatt Regency Bethesda](#) website provides additional information about its location and ground transportation options.

Between Hotel and Meeting Location

The Hyatt Regency Bethesda is 1.1 miles from the NIH Gateway Center visitor entrance to the NIH main campus. You may walk, take a taxi, or take the metro between the hotel and the NIH campus. **Please allow time to scan your belongings and obtain a visitor badge. A photo ID is required.** Building 31 is 0.5 miles from the NIH Gateway Center visitor entrance.

By foot: Walk north from the hotel on Wisconsin Blvd, which turns into Rockville Pike. Signs for the Medical Center Metro Station and NIH visitor entrance will be on the same side of the street as the hotel.

Taxi: Ask the taxi to drop you off at the Medical Center Metro Kiss and Ride, which is directly adjacent to the NIH Gateway Center visitor entrance.

Metro: The hotel is located directly above the Bethesda Metro Station on the Red Line. Board the Red Line train the direction of Grosvenor or Shady Grove and travel **one** stop to the Medical Center Metro station. The Medical Center Metro station is directly adjacent to the NIH Gateway Center visitor entrance.

Expense Reimbursement Procedures for Supported Speakers

This does not apply to Health Economics Common Fund U01 awardees.

Travel

Supported travelers will be reimbursed for actual cost of domestic travel (rail or air) for one (1) round trip to the Bethesda, MD, metropolitan area, **up to a maximum of \$600. RLA will reimburse you only up to \$600 unless you have received prior written approval from Chandra Keller-Allen.** Federal travel policy allows RLA to pay only to transport you from your current location directly to the meeting and to either return you to your residence or send you to your next destination. Standard economy fares on a U.S. carrier must be used whenever possible.

Meals

The FY2017 meals and incidental expenses (M&IE) per diem for the Washington, DC, metropolitan area (which includes Bethesda, MD) is \$69. M&IE per diem for the first and last day of travel will be reimbursed at 75 percent of the prevailing Government per diem rate, regardless of departure/arrival times. Actual per diem allowance will be calculated based on your travel dates. You will be refunded the full allowable amount of M&IE. No meal receipts are required.

Reimbursement Procedures

Supported travelers are required to complete an expense reimbursement form to account for per diem, lodging, ground transportation, parking, M&IE, and air or train fare. Mileage to and from the airport or train station will be reimbursed at the prevailing standard mileage rate

(currently \$0.535 per mile). The form will be emailed to you as an Excel spreadsheet and will be available on the meeting website. It must be completed with your full name, address where reimbursement should be sent, telephone number, and signature to be processed for reimbursement.

Please submit the expense reimbursement form and all receipts within 2 weeks of the conclusion of the meeting. Contact Chandra Keller-Allen if you have any questions about your expense reimbursement. You can submit a supplemental form if you later find another expense that is eligible for reimbursement.

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