

National Institutes of Health

Science of Behavior Change (SOBC) Common Fund Program
SOBC Research Network Steering Committee and External Scientific Panel

Bethesda North Marriott Hotel and Conference Center

January 10-11, 2018

Pre-meeting Logistics Information for Traveling Participants

Updated October 4, 2017

This information will assist you in planning for your participation at the third annual SOBC Research Network Steering Committee and External Scientific Panel (ESP) meeting organized by the Columbia University SOBC Resource and Coordinating Center (RCC). Rose Li and Associates, Inc. (RLA) is providing planning and logistics support for this meeting through a subcontract to the Columbia University SOBC RCC. Please contact Chandra Keller-Allen at chandra.keller-allen@nih.gov or chandra@roseliassociates.com with any questions.

All travelers are responsible for making their own travel arrangements. Principal Investigators are responsible for covering the cost of travel and accommodations for themselves, co-Investigators, and key personnel from their award budgets in accordance with the Terms and Conditions of the RFA. ESP members will be reimbursed after the meeting for allowable travel expenses.

Meeting Website

Materials and information pertaining to the meeting are available on the meeting website at www.roseliassociates.com/SOBC2018. The site will be updated as additional information and resources become available. Please register for the meeting and bookmark the website for future reference.

Meeting Schedule

The Steering Committee and ESP meeting is expected to be held from 9 a.m. to 5 p.m. on Wednesday, January 10, 2018, and 9 a.m. to 3 p.m. on Thursday, January 11, 2018. A detailed agenda will be distributed and be available on the website prior to the meeting.

Meeting Location

The meeting will be held in the White Oak Conference Room on the lower level of the conference center at the [Bethesda North Marriott Hotel and Conference Center](#) (5701 Marinelli Rd, Rockville, MD 20852; 301-822-9200). The hotel is 0.2 miles from the [White Flint Metro Station](#) on the Red Line.

Hotel Accommodations for Travelers

A block of sleeping rooms is being held at Bethesda North Marriott Hotel and Conference Center for the nights of January 9 and January 10 at a negotiated rate of \$149 per night plus applicable taxes. Travelers are responsible for making their own reservations in this block, secured with a personal credit card. **Reservations must be made by Tuesday, December 12, 2017, in order to ensure a room in the block at this rate.**

Reservations can be made with a personal credit card at the URL dedicated to this room block: <https://aws.passkey.com/e/49485644>.

Please make your reservation without delay, even if you are uncertain of your specific travel plans. Reservations may be canceled 48 hours prior to arrival without penalty.

Meals

Continental breakfast, break refreshments, and lunch will be provided on both days of the meeting. A group dinner will be planned at a restaurant close to the hotel on Wednesday, January 10, 2018. The [dining page of the hotel website](#) provides information on dining options in and near the hotel.

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 White Flint Metro Station, which is 0.2 miles from the Bethesda North Marriott. If you are traveling Amtrak, take the Red Line from Union Station in the direction of Grosvenor or Shady Grove and exit at the White Flint Metro Station. For further information regarding Metro subway transportation in the Washington, DC, area please see <http://www.wmata.com>. Please ask for the schedule at the front desk.

Parking

The hotel has overnight parking available for guests for \$15 per night, and daily parking non-guests at the conference center for \$15 per day.

The [hotel map and transportation page](#) provides additional information about ground transportation options.

Travel Guidance and Expense Reimbursement **for ESP Members**

Travel

ESP members 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 FY2018 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 can claim the full allowable amount of M&IE rather than submit receipts for actual meal costs. You will not be reimbursed for meals provided.

Reimbursement Procedures

ESP members 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 53.5 cents 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.

*Please note that Network Principal Investigators and any co-Investigators or key personnel attending the meeting will be responsible for paying for their travel and accommodations through their award budgets. **RLA will reimburse expenses for ESP members only.***

Contacts

SOBC Program Co-coordinator

Jonathan W. King, PhD

National Institute on Aging
7201 Wisconsin Ave., Suite 3S600
Bethesda, MD 20892
Office: 301-402-4156
Email: kingjo@nia.nih.gov

SOBC Program Project Coordinator

Chandra Keller-Allen, MPP, EdD

National Institute on Aging (Contractor)
7201 Wisconsin Ave., Suite 3S600
Bethesda, MD 20892
Office: 301-496-3137
Cell: 240-678-7966
Email: chandra.keller-allen@nih.gov
Alternate: chandra@roseliassociates.com

SOBC Program Co-coordinator

Melissa Riddle, PhD

National Institute of Dental and Craniofacial
Research
6701 Democracy Blvd., Room 646
Bethesda, MD 20892
Office: 301-451-3888
Email: riddleme@nidcr.nih.gov

SOBC RCC Project Coordinator

Emily Cea

Center for Behavioral Cardiovascular Health
Columbia University Medical Center
622 West 168th Street, PH9-317
New York, NY 10032
Cell: 845-709-1531
Email: ec3191@cumc.columbia.edu