

# INTEGRATED MEDICAL, PUBLIC HEALTH, PREPAREDNESS AND RESPONSE TRAINING SUMMIT



## 2012 Integrated Medical, Public Health, Preparedness and Response Training Summit

### Frequently Asked Questions

#### **Why shouldn't I apply for the unit leader scholarship?**

Please do not apply if you know of or expected the possibility of potential conflicts with the dates of the ITS. Please consider that your scored application may deny someone else the opportunity to be attend.

Please **do not apply** for this scholarship if:

1. You have not confirmed that you are eligible to travel with your local jurisdiction.
2. You are not the Unit Leader or you have not been appointed as the designated applicant by your Unit Leader.
3. You have already applied, or will be receiving another scholarship or will receive an honorarium to attend as a speaker, Recognition Awardee, ESAR-VHP Representative, State Coordinator, or MRC Partner.
4. Your CBA budget included a line item to send the Unit Leader/Coordinator or Designated Unit Applicant to the ITS. (Additional volunteers not included)
5. You anticipate any conflict with attending (work travel restrictions, vacation, health issues, personal scheduling conflicts, etc.)

#### **When is the deadline to apply?**

The deadline to apply for the MRC unit leader and state coordinator travel scholarships is Monday, February 13. Scholarship notification emails will be sent out on Friday, March 9.

Partners and Recognition Awardees must register by Tuesday, March 1.

#### **What may be included in the registration and travel scholarship?**

- Training Summit Registration
- Hotel Accommodations (up to 4 nights/ 5 nights for State Coordinators)
- Airfare, Train or Pre-approved Mileage

### **What is NOT included in the registration and travel scholarship?**

- Airline Baggage fees
- Meals or other training summit-related expenses (per diem)
- Mileage, Ground Transportation or Parking (at Hotel, Airport or En-route to/from your home)
- Pre-Training Summit Track(s)
- Extended Stay
- Incidentals such as internet access, phone charges, etc. are the sole responsibility of the participant.

### **Is my scholarship transferable?**

No - Scholarships are non-transferable.

**Unit Leaders:** If the Unit Leader/Coordinator is unable to apply or attend, they may appoint a Designated Unit Applicant to apply for the ITS Travel Scholarship during the initial open application period. The designee's application will be competitively reviewed with all other applications.

Unit Leaders/Coordinators or the Designated Applicant who are unable to attend *after the* scholarships have been announced must notify NACCHO before March 30. NACCHO will make subsequent awards to the next highest scoring individual on the waiting list. Those failing to make the notification as required will be ineligible for future MRC scholarships.

**State Coordinator/Recognition Awardee:** This scholarship was awarded to you, not your unit and is non-transferable.

### **When will I be notified if I have received a scholarship?**

Notifications will be emailed on Friday, March 9 with further instructions on how to book your travel if you have received a scholarship and how to cancel or change your registration type if you have not received the scholarship.

### **Do I need to confirm my attendance?**

Yes – All scholarship recipients will be asked to confirm my registration at least 30 days prior to the start of the training summit. If you fail to do so, your travel scholarship and registration will be canceled and issued to the next highest scoring applicant on the waiting list.

### **What should I do if I am not awarded?**

If you are not awarded a scholarship, NACCHO will cancel your registration. If you are still interested in attending ITS, you may do so but you will be responsible for the cost. All cancelations must take place by April 27, 5 PM EST or you will be responsible for the \$200 registration fee.

### **What if more than one person from my unit wants to attend?**

If a second person from your unit would like to attend the Integrated Summit, they must register as "MRC (non-scholarship)" and pay the registration fee of \$200.

### **Do I need to sign up for session for the main portion of the Training Summit?**

No – Advanced registration is only required for the Pre-Summit workshops taking place on Monday and Tuesday. Sessions during the Training Summit (Wednesday through Friday) are first come, first served and are not displayed on the agenda page of the registration website. Please see the Training Summit sessions on the program tab of the Integrated Training Summit website, <http://www.integratedtrainingsummit.org/program/>.

### **Do the MRC workshops cost money?**

No— The MRC workshops do not have a registration fee.

### **Do I have to attend all the MRC Sessions?**

Scholarship awardees **must attend** the MRC-sponsored workshops on Tuesday, May 22, 2012 or obtain written approval from NACCHO's MRC Project Director by March 30 to attend a non-MRC workshop. Please submit your request via email to [mrc@naccho.org](mailto:mrc@naccho.org). If you do not attend these sessions, you will not be eligible for future travel scholarships.

### **Do I need to book my own hotel room?**

Yes - All awardees must reserve their own room reservation at the training summit hotel. When you make your hotel room reservation, you will be required to provide credit card information as a guarantee. Your credit card will not be charged. If you decide not to attend the Summit, you must cancel your own room reservation. Failure to cancel your reservation will result in the hotel charging you a no-show fee. NACCHO will not reimburse you for fees imposed by the hotel.

### **Do I need to enter my credit card information?**

Yes - Your credit card will be used to hold the room but **will not** be charged.

### **Are there specific hotels where I will be required to stay?**

Yes - All awardees must stay at one of the designated Summit hotels (currently, the Gaylord Opryland). This is to ensure we meet our guaranteed contract numbers with our host hotels. If you stay at a different hotel other than the designated Summit hotels, NACCHO will not reimburse you for your stay.

### **Gaylord (Main Integrated Training Summit Hotel)**

**This hotel is not accepting call-in reservations.**

In order to secure a reservation under the Integrated Training Summit group rate of \$130 per night plus taxes, you *must* register to attend the 2012 Integrated Medical, Public Health, Preparedness and Response Training Summit. Upon completion of your registration, you will be provided with the link to secure your reservation.

### **How will the hotel know that NACCHO is supposed to pay for my room?**

Once you have been notified that you will receive a travel scholarship from NACCHO, NACCHO will inform the Summit hotel of the individuals that will be billed to the NACCHO MRC scholarship account for up to 4 nights (5 nights for State Coordinators), May 21-25. If you are staying more than 4 nights, you will be required to pay for the additional nights.

### **Do I need to give the hotel my credit card information or cash when I check-in?**

Yes – NACCHO is covering room and tax up to 4 nights (5 nights for State Coordinators.) Incidentals (movies, food, etc.) are your responsibility. A credit card or cash deposit will be expected at check-in.

**DO NOT** use a debit card as \$150 of your funds will be frozen to hold for these expenses. Upon check-out the appropriate transactions will take place (refund for full or partial amounts depending on purchases.)

### **If I can no longer attend what do I need to do?**

**Hotel Reservation:** If an awardee reserves a hotel room and cannot attend the training summit (for any reason), the awardee *must cancel their hotel reservation* in order to avoid a “no-show” fee being assessed against their credit card.

**Event Registration:** Awardees should receive an emailed cancellation confirmation when canceling their registration for the Training Summit to verify the cancellation has taken place. You must forward this information by email to NACCHO at [mrc@naccho.org](mailto:mrc@naccho.org).

NACCHO will not be responsible for any charges resulting from the errors or omissions of the awardee in canceling their hotel room reservation or event registration.

### **Can I book my own airline ticket and seek reimbursement?**

No - In order to receive the airline ticket coverage, you must use NACCHO's travel agency to reserve your airline ticket. This reduces staff time to process reimbursements and ensures we are able to book you the lowest fare possible. If you have applied for a travel scholarship you will receive further instructions on how to book your airline ticket when scholarship notifications are sent out on Friday, March 9.

### **Will I be reimbursed for mileage if I drive?**

Car travel must be pre-approved in writing by the MRC Project Director by Friday, April 18, 2012. Please submit your request via email to [mrc@naccho.org](mailto:mrc@naccho.org).

### **Who can I contact for more information?**

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