

Instructions to the Traveler

Updated 16 January 2015

- Program Title:** VA/DoD Suicide Prevention Conference: One Connection, One Conversation, One Small Act—It Matters
- Program Location:** Hilton Anatole Dallas Hotel
2201 N. Stemmons Freeway
Dallas, TX 75207
Hotel general website: <http://www.hiltonanatolehotel.com/contact-us/>
- Front Desk Phone:** (214) 761-7209
- Registration Hours:** Monday, January 26, 2015 from 5:00 – 7:00pm
Tuesday, January 27, 2015 from 7:00 – 8:00am
Location: Grand Ballroom Foyer
- Program Begins:** Tuesday, January 27, 2015 at 8:00am
Location: Grand Ballroom
- Program Ends:** Thursday, January 29, 2015 at 12:30pm
- Travel Information:** Please follow your facility's instructions concerning airline, hotel reservations, obtaining your travel authority, and any advance of funds. You or your travel clerk must call the hotel to make lodging reservations in the contracted room block. **Please do not use FedTraveler to reserve your room.**
- Because of stricter security measures and increased time at ticketing and security, passengers are urged to arrive at the airport at least two (2) hours before flight departure.
- Lodging:** Lodging at the government rate is no longer available at the Hilton Anatole Hotel. It is recommend that participants make reservations at the following hotel:
Sheraton Suites Market Center Dallas
2101 North Stemmons Freeway
Dallas, TX 75207 - (214) 747-3000
- Per Diem Rates:** Single room, government rate is **\$135/night** plus **15% Hotel occupancy (6% state tax, 7% city tax, 2% tourism improvement fee)** per day. It is required you provide a credit card number to the hotel for the first night's lodging to guarantee your reservation.
The area government rate is **\$135** (Dallas County) and the M&IE rate is **\$71/day** for meals and incidental expenses. **If a meal is provided by EES, the per diem rate for the meal is to be deducted from the traveler's M&IE for that day.**
- Tax Exemption:** The hotel **does** honor the occupancy tax exemption for sleeping rooms if you provide a government ID at hotel registration with a completed tax exempt form found at <http://window.state.tx.us/taxinfo/taxforms/12-302.pdf>

- Cancellation:*** Please note that you must cancel your reservation **72 hours prior to arrival** or your credit card will be billed and you will be responsible for those charges.
- Check In/Out Times:*** The hotel check-in time is 3:00pm and checkout time is 12:00N
- Dress Code:*** Dress is business casual. Bring a sweater or jacket as meeting rooms can be cold at times.
- Parking:*** Complimentary Self-parking
- Ground Transportation:*** The most convenient airport to the hotel is **Dallas/Fort Worth (DFW) International Airport**.
- Distance: 14--miles
- Taxi & Super Shuttle are both available outside the Baggage Claim area. Super Shuttle is \$19/person, one way. Taxi is approximately \$45, one way.
- Miscellaneous Info:*** Complimentary Internet in guestrooms for all attendees.
- Program Questions:*** Kristie Short
Project Manager
EES St. Louis Resource Center
Phone: (314) 652-4100, Ext 65743
Email: kristie.short@va.gov
- Logistical Questions:*** Vicky Moss
Program Support Assistant
EES St. Louis Resource Center
Phone: ((314) 894-6486
Email: vicky.moss@va.gov
- Hotel Questions:*** Karla Nardi
Event Manager
EES Cleveland Resource Center
Phone: (216) 791-2300, Ext. 3125
Email: karla.nardi@va.gov

NOTE: Participants expecting to mail handouts to their facility should make their own individual arrangements to bring envelopes or FedEx boxes and mailing labels to program.