

## **Instructions to the Travelers**

- 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:** Rooms have been blocked at the Hilton Anatole Dallas Hotel to **arrive Monday, January 26<sup>th</sup> and to depart Friday, January 30, 2015.**
- It is imperative that you call the hotel as soon as possible** to make and guarantee your reservation.
- Please call the hotel (toll free) at **1-800-445-8667**, ask for the “**VA/DoD Suicide Prevention Conference**” group block for the conference.
- Or, if you would rather register on-line, go to:
- [https://resweb.passkey.com/Resweb.do?mode=welcome\\_gi\\_new&groupID=40983123](https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=40983123)
- 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](mailto: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](mailto: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](mailto: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.