



Central Alabama Veterans
Health Care System
215 Perry Hill Road
Montgomery, AL 36109-3798
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Instructions to the Traveler (ITT) (Participant)

Program Title: 5th Annual Multidisciplinary Management of the High Risk Diabetic Foot Conference

Program location: Renaissance Ross Bridge Golf Resort & Spa
4000 Grand Avenue
Hoover, AL 35226

Phone: 1-205-916-7677 or 1-800-593-6419

FAX: 1-205-949-3077

Registration Hours: Wednesday, November 19, 2008 from 5:00pm – 7:00pm and on
Thursday, November 20, 2008 from 7:30am – 8:30am.

Program Begins: Wednesday, November 19, 2008 (Pre-Conference Dinner Symposium note:
non-CME/CE for this portion of the Conference)
Thursday, November 20, 2008 at 8:00AM (CME/CE Conference)

Program Ends: Friday, November 21, 2008 at 1:00PM

Planned Special Event: Wednesday, November 19, 2008, Pre-Conference Dinner Symposium: New
Approaches to Diabetic Foot Ulcers, Terry Treadwell, MD, FACS, Medical
Director, Institute for Advanced Wound Care, Montgomery, AL. Not eligible
for CME/CE accreditation

Travel Information:

1. Your travel clerk will need to prepare your travel authority (SF-3036)
2. Obtain your travel authority (SF-3036) and advance of funds.
3. Obtain a traveler's itinerary worksheet from your travel clerk.
4. Please ***do not*** schedule your return flight home less than two hours following the conclusion of the program.
5. You will need to follow your facility's instructions concerning airline and hotel reservations as well as for obtaining your travel authority and any advance of funds.

Funding: Travel will be funded by your VISN or local VA Medical Center.

Lodging: Rooms have been blocked at the Renaissance Ross Bridge Golf Resort & Spa, Hoover, Alabama to arrive on Wednesday, November 19, 2008 and to depart on Friday, November 21, 2008. To guarantee your reservation, call the resort no later than October 22, 2008. When making your reservations, please identify yourself as being with the US Department of Veterans Affairs, "**VETVETA**" conference.

Hotel website:

<http://www.marriott.com/hotels/travel/bhmvh?groupCode=vetveta&app=resvlink&fromDate=11/19/08&toDate=11/23/08>

The room dates default to 11/19/08 (Wednesday) -11/23/08 (Sunday). Not all guests will want to stay until Sunday but we did guarantee a limited number of rooms for Fri-Sat nights at the conference rate. *Note: You must call the hotel or utilize the website to make your lodging reservation - **do not use Fed Traveler to reserve your room.***

Per Diem Rates: Single room government rate in Hoover, AL (Shelby County) is \$94/night plus 25% conference rate = \$117.50/night plus occupancy, state & local taxes, per day. The M&IE rate is \$44.00 for meals and incidental expenses. A credit card or advance deposit must guarantee reservation.

Cancellation: Please note that you must cancel your reservation 48 hours prior to arrival or your credit card will be billed and you will be responsible for the charges.

Tax Exemption: If you do not qualify, you may claim taxes under "miscellaneous expenses" on your travel voucher.

Check In/Out Times: The hotel check-in time is 4:00 p.m. and checkout time is 11:00 a.m.

Parking: On-site parking is complimentary. Valet Parking is \$16.00/day.

Airline Information: Birmingham International Airport, Birmingham, Alabama is home to 8 major airlines with approximately 140 flights daily; American, Continental, Delta, Delta Connection/Comair, Express Jet, Northwest, Southwest, United and US Airways/America West. Ross Bridge Resort is located 20 miles SW of the airport.

Ground Transportation: Transportation Services from Birmingham International Airport, Birmingham, Alabama are as follows: Executive Shuttle 1-800-472-4903 (reservations required; ask for Bill or Diane) or www.eshuttle.net; Airport shuttle service (reservation required) \$20.00 (one way); Taxi service estimated fare: \$55.00 (one way).

Program Questions: Eugene P. Goldman, DPM, FACFAS
ACOS, Education and Chief of Podiatry
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Logistical Questions: Carrie Lumex
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1-954-261-6312

Hotel Questions: Megan Lundgren, Event Manager
Renaissance Ross Bridge Golf Resort & Spa
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Hoover, AL 35226
Phone: 205-949-3025
www.rossbridgeresort.com
megan.lundgren@rossbridgeresort.com

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.