

National Diabetes Prevention Program

Working together to prevent type 2 diabetes



Training Partner Meeting October 26-28, 2022, Atlanta, GA Emory Hotel and Conference Center

Greetings Training Entity Partners,

We look forward to seeing you in Atlanta October 26-28 for the CDC-Training Entity Partner Meeting, which will be held at the [Emory Conference Center Hotel](#).

Emory Conference Center Hotel

1615 Clifton Rd NE
Atlanta, GA 30329
(800)-933-6679

CHECK OUT INFORMATION

Hotel check out is 12:00 pm. If checking out prior to 12:00 pm, the Bell Closet in the lobby can store luggage for grab and go following the conclusion of the Day 2 meeting. In urgent cases hotel will allow for a few late check outs, but this will be on an individual basis. Participants will need to contact the front desk to inquire about late check outs.

MEETING INFORMATION

All meeting information and required documents can be found [here](#) including:

- Meeting Purpose, Objectives and Overview
- Detailed Meeting Agenda
- Participant Roster
- Meeting Travel Logisitcs
- Meeting Diagram

COVID-19

In accordance with current guidelines based on [LOW](#) COVID-19 community-level transmission rates in the Atlanta metro area, proof of vaccination is not required at this time for entry into the meeting. **However, given that COVID-19 transmission rates are evolving nationally we request that all participants bring a mask and proof of vaccination/exemption should circumstances change.** We recommend guests be vaccinated and encourage masking during the meeting while not eating/drinking.

PARKING

For those in the Atlanta Area, onsite parking is available at the hotel and is complimentary.

LODGING



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Lodging has been booked at the Emory Conference Center Hotel for all registered participants traveling from out of town. When you arrive at the hotel please go to the main lobby to check-in. ACPM is covering the cost of each participant's hotel stay, including room and tax. Please note you will need to provide a credit card to check-in to cover any incidentals. Upon check-in an incidentals charge will be applied, but will be removed upon check-out pending no damages to the room.

Check-in time for the hotel is 4:00 pm. Considering current anticipated occupancy, the hotel anticipates it will be able to accommodate check-ins for some early arrivals. In the case rooms are not ready when you arrive, the hotel is able to hold luggage until your room is available.

If you have questions regarding your individual room booking please email Ashley Miller, amiller@acpm.org.

MEETING REGISTRATION

Please check-in at the meeting registration table when you arrive at the hotel. Registration table location and times are below. Electronic signage is located throughout the hotel and will provide information on meeting location. **Meeting location for 10/27 and 10/28 will be the Azalea Room.**

- 10/26: 8:00 am – 4:30 pm (Main Lobby)
- 10/26: 5:00 pm – 7:30 pm (Hickory Room)
- 10/27: 8:00 am (Azalea Room)
- 10/28: 8:00 am (Azalea Room)

MEALS

Meals will be covered for participants during the meeting. Dates and times are provided below:

- **Wednesday, 10/26:** Networking Reception – Hors d'oeuvres and non-alcoholic beverages available. Alcoholic beverages can be purchased at the hotel bar – more information will be provided at check-in.
- **Thursday, 10/27:**
 - Breakfast Buffet – Dining Room (7:00 am – 8:30 am)
 - Lunch Buffet – Main Dining Room (1:00 pm – 2:00 pm)
 - Snacks and Beverages – Oak Break Area (7:30 am – 5:00 pm)
- **Friday, 10/28:**
 - Breakfast Buffet – Dining Room (7:00 am – 8:30 am)
 - Boxed Lunch – Azalea Room (12:00 pm)

PER DIEM/REIMBURSEMENT



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ACPM will cover the costs of any meals not provided at the meeting through allotted per diem. Please review and refer to the federal cost/guideline document and ensure charges fall within the stated parameters and guidelines <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>

Maximum allowances for each day of the conference follows below:

- 10/26: \$50.55 (travel day)
- 10/27: \$34.00 for dinner
- 10/27: \$34.00 for dinner

FOR REFERENCE, ONSITE DINING OPTIONS FOLLOW:

- **Wednesday, 10/26:**
 - Dining Room: Breakfast (7:00 am – 10:00 am), Lunch (11:30 am – 1:30 pm)
 - The Club Room: 4:00 pm – 10:00 pm
 - Dooley's Ground Café: 6 am – 11 am
- **Thursday, 10/27:**
 - The Club Room: 4:00 pm – 10:00 pm
 - Dooley's Ground Café: 6 am – 11 am
- **Friday, 10/28:**
 - The Club Room: 4:00 pm – 10:00 pm
 - Dooley's Ground Café: 6 am – 11 am

See also the "Local Restaurants" document on the meeting webpage [here](#) for additional offsite dining options. Most options are walkable or accessible via Uber.

TRAVEL REIMBURSEMENT

Please review and refer to the federal cost/guideline document and ensure travel fall within the stated parameters and guidelines - [eCFR :: 2 CFR 200.475 -- Travel costs.](#)

ACPM will cover the following travel-related costs:

- Airfare (for individuals who did not book their flight through ACPM)
- Transportation to/from home and airport and to/from ATL airport and meeting hotel
- Mileage to/from meeting location (for local participants) or home to airport for long-distance travelers using personal vehicles to travel to/from airport
- Parking (airport parking will be reimbursed, if applicable; meeting location parking is complimentary)
- Meals not provided at the meeting (see above, under "Per diem")



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Please use the reimbursement form found on the meeting page [here](#) to submit for any of the above reimbursable charges.

In order to be reimbursed you will need to provide your completed reimbursement form as well as a copy of all, ***NO LATER THAN 14 DAYS FOLLOWING THE END OF THE MEETING.***

For additional questions or information PRIOR to the meeting please contact Ashley Miller at amiller@acpm.org

For onsite support at the meeting, contact Ashley Miller at (202) 602-6388 or Kate Shreve at (202) 905-3737.

We look forward to seeing you in Atlanta!



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