

8th Annual Heartland Conference
August 24-26, 2011
Bismarck, North Dakota
Travel Information

For those whose travel will be covered by the Heartland Regional Coordinating Center (Heartland or HRCC), Heartland will pay for your flight (or mileage to and from the conference), lodging, and meals at the conference. Participants are asked to make their own airline reservations directly through the approved OU travel agency, Bentley Hedges travel, and their own hotel reservations by contacting the Best Western Doublewood Inn. Detailed instructions and policies are listed on the pages that follow.

Contact:

Shona Whitehead, Program Coordinator
Heartland Genetics and Newborn Screening Collaborative
(405) 271-8001 ext 42190
Fax: (405) 271-8697
Email: shona-whitehead@ouhsc.edu

For Heartland collaborative members identified on the “**Travel Funding List**,” Heartland will pay for the following:

Flying or Driving:

Heartland will pay for flights directly; however, we ask participants to make their own reservations directly with the OU travel agent. Flights should be made as soon as possible, due to high travel costs. **Deadline: August 3, 2011.**

Please contact:

Robert Scoles at Bentley Hedges Travel
Phone: 405-237-3333 or 800-467-7402
Email: Robert@bhtravel.com
Reference the “Heartland Meeting”

Please have the following information handy when making flight arrangements:

- Name exactly as it appears on your govt. issued identification
- Date of birth
- Cell phone number, if you travel with one
- Frequent flyer number or specific seating requests

The lowest fare possible will be located and will likely include a Friday night stay (and the Friday night lodging will be paid for by Heartland). Flights over \$800 will require special approval by the Heartland Collaborative Coordinating Center.

Please let us know if you are driving rather than flying. The more cost effective means of travel is preferred. (Those from OK, who plan on driving, please contact the HRCC.)

If you are renting a car, it must be approved by the HRCC.

Lodging:

Please contact the hotel directly to reserve your room. A block of rooms has been reserved at the **Best Western Doublewood Inn** for Heartland, at the rate of \$79/night. You may make reservations by calling 1-800-554-7077 and use Group Name: *Heartland Genetics*. You will have to provide a credit card number to confirm your reservation. **Deadline: August 10, 2011.** Rooms may not be available after this date. Individuals for whom Heartland is paying, we will pay for two nights lodging (up to three for those staying Friday night) as a direct bill to Heartland. Therefore, your only expenses from the hotel will be any incidentals. We encourage sharing a room to help with costs, but this is not required. (Please note: Residents of Bismarck and the immediate area are not eligible for lodging paid for by Heartland.)

Incidental expenses:

Due to higher than expected costs for flights, Heartland will not be able to reimburse conference attendees for incidentals incurred during this meeting. This includes: additional meals (not provided), airport parking or airline baggage fees. We apologize for the inconvenience, but the budget will not allow for these additional expenditures.

Meals:

Meals during the conference include: Thursday's breakfast and lunch; and Friday's breakfast and lunch. Light snacks will be provided during breaks on Thursday and Friday. Heartland will not reimburse for meals or snacks obtained during the conference period that are beyond the meals provided.

Summary Checklist and Timeline

1. Register for conference: [Online Registration](#)
2. Am I a board member, advocate, or core work group member? If **yes**, confirm your reimbursement status on the [Travel Funding List](#).
3. Book my flight by **August 3**.
4. Book my hotel by **August 10**.
5. See you in Bismarck!