

From: [Infectious Diseases](#)
Subject: NACCHO Essential Skills In-Person Training Notification – Creating Safe and Inclusive Environments to Support IPC
Date: Tuesday, October 10, 2023 9:38:08 AM
Attachments: [Travel Expense Form - Calendar Year 2023 \(2\).xlsx](#)
[Travel Policy Calendar Year 2023 \(2\).pdf](#)

Dear Colleagues,

Thank you for your interest in the In-Person Training: Essential Skills Series - Creating Safe and Inclusive Environments to support infection prevention and control (IPC) on **Thursday, November 16, 2023, in Atlanta, GA.**

NACCHO is pleased to inform you that you have been selected to attend this training opportunity and received a scholarship to cover the cost of the training, flight, hotel, and per diem. **Please carefully read the information below regarding next steps, booking travel, hotel, and reimbursements.**

Training Information & Agenda

1. The training will take place at the Marriott Marquis in Atlanta, GA.
2. Attached to this message is the agenda for the training event.
3. To address the training needs of our diverse group of participants and provide flexibility, an environment of active participation, and an opportunity to network and share ideas, this training event will be split into two sessions, one in the morning and one in the afternoon. Please note, each session will cover the same content.
 - a. Morning session from 8:30 am – 12:30 pm
 - b. Afternoon session from 1:30 pm – 5:30 pm
 - c. Breakfast and lunch will be provided for all attendees.
 - i. Breakfast: 7:30am – 8:30am
 - ii. Lunch: 12:30pm – 1:30pm
2. **We ask you to please complete this survey <https://forms.office.com/r/pAGArXpTGY> by no later than Wednesday October 11, 2023, at 2pm EST indicating your preference of the session you would like to attend. Although we cannot guarantee you will be assigned to your preferred session, we will do our best to accommodate according to your response. Notification of your assigned session will be sent by Thursday, October 12.**
5. Due to the substantial number of registrants, we ask that **if you are no longer able to attend this training to please notify by responding to this message as soon as possible so we may open the opportunity to another LHD staff member.**

Flight Booking Process

All travel must be booked through NACCHO's travel agency, American Express Global Business Travel (AMEX GBT). Information on how to book your travel through AMEX GBT will be shared in a separate email on Thursday, October 12.

Hotel Reservation

Hotel accommodation will be at the Marriott Marquis in Atlanta, GA. **To ensure proper billing, NACCHO will reserve rooms on your behalf. Please do not contact the hotel directly to reserve**

your room. Reservations will be made for arrival on Wednesday, November 15 and departure on Friday, November 17. More detailed information will be shared along with the flight booking process on Thursday, October 12.

Reimbursement

1. NACCHO will reimburse ground transportation, luggage fees (up to \$50) and meals.
2. NACCHO Travel Policy allows \$13 for breakfast, \$20 for lunch, \$32 for dinner and \$6 for incidentals per day, *excluding all meals provided during the training.*
3. Attached to this message is the NACCHO Travel Policy and Travel Expense Form.
4. Reimbursement requests should be sent to Andrea Chavez Calvi (achavezcalvi@naccho.org) no later than 15 days after the conclusion of the training.

APHA Conference

The APHA Annual Meeting is taking place that same week in Atlanta, GA, November 12 -15, 2023. NACCHO recognizes the importance of convenings like this in our public health field as it provides ample educational and networking opportunities to engage and collaborate. If you plan on attending or have already registered to attend the APHA Annual Meeting, NACCHO is pleased to announce that through this essential skills training and scholarship we will also cover the cost of registration for the conference. ****Please note, only the registration cost will be covered, and no other cost associated with the conference attendance will be part of this reimbursement.** If interested in this opportunity, please include your APHA registration to the Travel Reimbursement Form. For questions, please contact Andrea Chavez Calvi (achavezcalvi@naccho.org).

Once again, thank you for your interest in attending this Essential Skills Training, we look forward to seeing you there!

Regards,

NACCHO's Emerging Infectious Disease Team