

From: [Wahab, Natasha](#)
To: [Janoski, Nicolette](#); [Figueroa-Colon, Debbie](#)
Subject: FW: NACCHO Notice of Award - 2024 Preparedness Summit - Scholarship with Housing
Date: Tuesday, December 26, 2023 8:47:20 AM
Attachments: [image002.png](#)
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[image009.png](#)

Hi Nicolette & Debbie,

Included below is NACCHO's travel scholarship for the Preparedness Summit that was sent to us on Friday. I will reply to NACCHO to accept the award, and if anything else is needed then please let me know.

Thank you,
Natasha

Natasha Wahab, MPH | Preparedness Epidemiologist
Fort Bend County Health & Human Services
5855 Sienna Springs Way | Missouri City, TX 77459
P: (346) 481-6683 | F: (832) 471-1817
Natasha.Wahab@fortbendcountytexas.gov
www.fbchhs.org



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*The Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), PL 104-191; 45 CFR Parts 160 and 164 or Chapter 181 of the Texas Health and Safety Code.

From: Scholarships <scholarships@naccho.org>
Sent: Friday, December 22, 2023 11:15 AM
To: Wahab, Natasha <Natasha.Wahab@fortbendcountytexas.gov>
Subject: NACCHO Notice of Award - 2024 Preparedness Summit - Scholarship with Housing



Notice of Award

Scholarship with Housing

Monday, March 25 – Thursday, March 28, 2024

2024 Preparedness Summit

Congratulations **Natasha Wahab** you have been selected to attend the **2024 Preparedness Summit** in Cleveland, OH on **March 25 – 28, 2024**. As a "Scholarship with Housing" awardee, your registration fee, hotel, air/train travel, baggage fee

(up to \$40), ground transportation (up to \$100), and per diem for food expenses not included at the Preparedness Summit are covered by NACCHO. **Please read below in full.**

Awardee Name: **Natasha Wahab**

Awardee Email (Please ensure this is your work email): Natasha.Wahab@fortbendcountytexas.gov

Health Department/Org Name: **Fort Bend Health & Human Services**

State: **TX**

Name of Scholarship: **Disease Forecasting Demonstration Sites**

NACCHO Program: **Informatics**

Primary Project Code: **7313**

Secondary Project Code:

Registration Code: **SH5**

Hotel Arrival Date: **3/23/2024**

Hotel Departure Date: **3/28/2024**

ADA Requirements?

Traveler Accommodation Needs (Non-ADA)?:

Other Notes?:

Program POC: **Meghan Shea**

Program POC Email: mshea@naccho.org

Registration/Travel/Hotel Questions: Scholarships@naccho.org

After thoroughly reviewing this Notice of Award, **you must REPLY** to this message to either:

- **accept this award** and agree to the below instructions, terms, and conditions
- **decline this award**
- request **consideration of a substitution** or other modifications

Please reply to this Notice of Award within five (5) business days of receipt, (Friday, December 29, 2023).

Please note, if you decline/cancel out your award after Friday, January 26, 2024:

- You are responsible for any travel-related charges (cancellations)
- You are responsible for the hotel “no-show” fee which is equal to one night’s lodging and tax
- You are responsible for a \$100 admin fee
- *If you know in advance you cannot attend contact us to work out a substitute in your place*

Your Timeline

Deadline	Dates	Days Prior to Conference
Final Date to Provide Attendance or Substitution Status	Friday, December 29, 2023	87
Last Day to Register	Friday, December 29, 2023	87
Complete and Confirm Your Travel with AMEX	Friday, January 5, 2024	80
No Scholarship Changes	Friday, January 24, 2024	59
Mail NACCHO Your Travel Reimbursement	Friday, April 12, 2024	14 Days After

[Health & Safety Policy](#)

NACCHO strongly encourages attendees to [Stay Up to Date with Your COVID-19 Vaccines | CDC](#). “Up to Date” means COVID-19 primary series vaccines and a COVID-19 booster for everyone ages 5 years and older, [if eligible](#).

There will be no verification of individual vaccine status; however, NACCHO reserves the right to request proof of vaccination status of any attendee, if circumstances require. Our safety protocols may also include but are not limited to the following: proof of COVID status or testing result, self-monitoring, symptom checkers, contact tracing, use of personal protective equipment and social distancing, or other similar measures.

Additional information regarding the specific health and safety measures, and any necessary consents by you, will be communicated to attendees prior to the first day of the Summit.

Please email scholarships@naccho.org with any questions.

Conference Information:

[Subscribe](#) to the "Preparedness Summit Newsletter" using your MyNACCHO account to receive all the latest Summit information. The conference will begin at **8:00 AM ET on Monday, March 25** and end at **12:00 PM ET on Thursday, March 28**. [The full schedule can be found here.](#)

Step 1: Conference Registration

You must register before you are eligible to be booked for travel. Your registration is an agreement to abide by the terms and conditions of your award, as provided in this notice.

You will need a [MyNACCHO](#) account to register for the conference. If you already have one, you can [log in here](#) to update your account (if needed), or if you are unsure if you have an account or need to create an account, [follow these step-by-step instructions to create a MyNACCHO account](#). You will be asked for your basic personal information, title/roles, and contact information and must affiliate yourself to your organization. **It is important that the email address used to create your account is preferably your work account and unique to you**—MyNACCHO accounts cannot share email addresses and attempting to do so will slow down the registration process.

You must use the hotel dates and project code(s) listed above. If you need to modify your hotel dates, you must notify your Program POC for approval. In your registration is where you will identify any ADA requirements as well.

The screenshot shows a registration form titled "Hotel Information". It includes the following fields and options:

- Hotel Name: Hyatt Regency Hotel
- Address: 265 Peachtree St NE, Atlanta, GA 30303
- Check box: "I do not require hotel accommodations:"
- Required field: "hotel arrival:" with a calendar icon.
- Required field: "hotel departure:" with a calendar icon.
- Section Header: "Project Code:"
- Required field: "Project Code:"
- Check box: "Check this box if you require splitting across more than one project:" (checked)
- Required field: "Additional Project Code:"

Scholarship with Housing Registration Link:

https://eweb.naccho.org/eweb/DynamicPage.aspx?Site=PREPSummit&WebCode=SummitReg&key={cst_key}&Reg_evt_key=0c0d2179-b56f-4671-8239-bfaa4ae8b6fb&attend=scholarshipwhousing

Once you have completed your registration, you will receive a confirmation email from prepsummitreg@naccho.org. **Please check your spam folder and modify your spam filter to receive all future communications around Preparedness Summit.** If you do not receive a confirmation email, please email prepsummitreg@naccho.org.

Editing Your Registration

If you need to edit the following information:

- Hotel Arrival Date (with Program POC approval)
- Hotel Departure Date (with Program POC approval)

- Registration Code
- Project Codes (with Program POC approval)
- Emergency Contact Information

You may login and edit your registration: <https://eweb.naccho.org/eweb/StartPage.aspx?Site=PrepSummit>

Deadline	Dates	Conference Day
Last Day to Register	Friday, December 29, 2023	87

Step 2: AMEX & Travel Policy

NACCHO will reimburse your ground transportation (up to \$100) and luggage fees (up to \$40). See reimbursement section below. Please note that NACCHO's travel policy does not cover fees for cabin upgrades or seat upgrades. Such fees, as well as any additional fees associated with travel changes are the responsibility of the traveler.

All travel must be booked over phone by calling NACCHO's travel agency, American Express Global Business Travel (AMEX GBT). We encourage you to book the lowest economical fare, which may require you to be flexible with your travel schedule and may not allow for non-stop flights. The major airport for Cleveland, OH is **Cleveland-Hopkins Ohio International Airport (CLE/KCLE)**. Cleveland airport is located approximately 14 miles from Cleveland, OH.

YOUR TRAVEL BOOKING WINDOW:
NOW – FRIDAY, January 5, 2024

8:00 AM – 8:00 PM EST
Call 1-669-210-8002

An agent will book your reservation. If the line is busy, we strongly recommend leaving a call-back number for an agent to return your call to complete your booking. You must provide the following information:

Meeting Name:	2024 Preparedness Summit
Meeting Number:	4PVA - 30894
Budget Code:	7313
Fare Cap:	\$800

Traveler pays difference if booking changes are made after a reservation is completed.
Changes are at the expense of the traveler UNLESS changes are initiated by NACCHO.

Your award is non-transferable once airfare is booked.

Ground Transportation in Cleveland

Transportation from the **Cleveland-Hopkins Ohio International Airport (CLE/KCLE)** to the hotels is available via taxi or rideshare service. The airport website has a list of transportation options which can be found here: [Cleveland Airport Parking & Transportation | Cleveland Hopkins Airport](#). Cleveland has a public transit system, **RTA website**. The Red line provides service from the airport to downtown Cleveland Via the Tower City Station. Trains run every 15 minutes and total travel time is approximately 30 minutes and costs \$2.75.

Deadline	Dates	Conference Day
Complete and Confirm Your Travel with AMEX	Friday, January 5, 2024	87 days prior
No Scholarship Changes/Non-Transferable	Friday, January 24, 2024	59 days prior

Step 3: Hotel Reservations & Accommodations

Awardees will stay at [one of the conference hotels](#). (Your housing will be in one of the Official Preparedness Summit Hotels, and you will receive specific information closer to the meeting.

NACCHO reserves the right to change the hotel based on needs. This page will be updated soon with additional overflow hotel information). Hotel check-in and check-out dates are captured as part of your registration. **To ensure proper billing, we will reserve rooms on your behalf. Do not contact the hotels directly to reserve your room. If you need to modify your hotel dates, you must contact your above listed program POC for approval.**

Room rate and tax will be billed directly to NACCHO. **All other hotel expenses are the responsibility of the traveler.** You will be asked at check-in to provide a credit card on file for any charges incurred by the traveler beyond room and tax (standard hotel policy). Incidentals (room service, movies, etc.) are not covered under [NACCHO Travel Policy 2023](#)

You will receive a hotel confirmation number one week prior to the conference.

Step 4 (Post-Conference): Per Diem & Travel Reimbursement

NACCHO will reimburse a flat rate for your meals. The NACCHO Travel Policy allows \$16 for breakfast, \$17 for lunch, and \$31 for dinner. Lunches provided during the conference will be excluded from your meal reimbursements. An evening meal for travel on Sunday and a lunch meal for travel on Thursday will be included in the meal reimbursement. NACCHO also will reimburse baggage fees (up to \$40) and ground transportation to and from airport/hotel (up to \$100). For awardees that intend to drive to and from the Summit, please see below Travel Policy and follow directions there to fill out the below Travel Reimbursement.

- An electronic copy of the Travel Expense Form and the NACCHO Travel Policy will also be available to participants. **NACCHO requests that all travelers provide original receipts for expenses over \$25.00. Receipts for per-diem are not required. Consult the travel policy for detailed information.**

[NACCHO Travel Policy 2023](#)

[NACCHO Travel Reimbursement Form 2023](#)

- Fill out, date, and sign your Travel Reimbursement Form, collect your relevant receipts per above, PDF the form and receipts into **ONE PDF document** and email to, within 15 business days of Summit:

- **Approver's Name:** [Meghan Shea](#)

Email Address: scholarships@naccho.org

Subject Line: Natasha Wahab – Travel Reimbursement – 2024 Preparedness Summit 3/25-3/28, 2024

- **Note:** Failure to submit travel reimbursement as specified may result in forfeiting your claim for reimbursement.

Deadline	Dates	Conference Day
Email OR Mail NACCHO Your Travel Reimbursement	Friday, April 12, 2024	15 business days post-conference

Dress Code

Business casual attire is acceptable for this meeting. The average temperature for Cleveland in March ranges from a high of 48 to a low of 30 degrees Fahrenheit. Please dress in layers as the hotel will be air-conditioned and may be cold.

Questions?

If you have any questions regarding **meeting logistics** before your trip, please contact scholarships@naccho.org in a separate email. If you need to change any other aspects of your award (hotel dates, budget codes, substitutions, cancellations) email scholarships@naccho.org and your Program POC at mshea@naccho.org.

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