



# State Dementia Services Coordinator Summit

## State Dementia Services Coordinator (DSC) Summit November 7-8, 2024 – Washington, D.C.

### Covered Expenses for Invited State Officials

This event is sponsored by the Alzheimer's Association. The Alzheimer's Association is a not-for-profit 501(c)(3) organization. The Alzheimer's Association will directly support travel and lodging costs for invited state officials, where allowable. Other travel-related expenses, including ground transportation and meals, may be reimbursable by the Association in accordance with federal GSA per diem rates. State agency staff who request travel assistance are responsible for seeking any internal approvals needed within their agencies and in accordance with state laws and requirements. Note - the Association may be a registered lobbyist employer in your state.

**Once a state official confirms their attendance by completing the required registration form, attendees will receive a group weblink where they can directly book their stay at the conference hotel and they will also receive a unique Egencia weblink to book airfare.** To ensure the best available rates, attendees are asked to book their airfare as soon as they receive the unique Egencia weblink.

#### AIRFARE

The Alzheimer's Association has chosen **Egencia** as its exclusive travel management partner. Invited state officials receiving travel reimbursement are required to make airfare reservations through this travel platform. Attendees will be prompted to create a profile and still be able to earn mileage credit with their frequent flyer programs. The Association will not reimburse for travel booked outside our travel platform. The closest airport is Ronald Reagan Washington National Airport (DCA).

When planning travel, attendees should plan to arrive in Washington, D.C. on Wednesday, November 6th. The Summit will kick-off at 8:00 a.m. on Thursday, November 7th, and conclude at 2:30 p.m. on Friday, November 8th.

#### MILEAGE

For attendees who are driving to the meeting, the Association will reimburse for mileage based on the [federal government rate](#) at 67 cents per mile. Self parking is not available on site, however valet parking is available at a discounted conference rate of \$45 per day.

#### HOTEL

All meetings and events associated with the Alzheimer's Association's State DSC Summit will take place at the **Yours Truly DC Hotel, located at 1143 New Hampshire Avenue NW, Washington D.C. 20037**. Located in the heart of northwest DC, this boutique hotel is minutes away from Dupont Circle, Georgetown, museums, restaurants, and scenic views of the District.



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The Association will cover hotel lodging costs for **two (2) nights at the host hotel**. Rooms booked for state officials whose travel costs are being covered by the Association will be billed directly to the Alzheimer's Association. Attendees will need to provide a credit card when booking and upon check-in to cover any incidental charges outside of the standard lodging costs. The Association's negotiated room rate for conference participants is \$209 per night. Please contact Jennifer Rosen ([jrosen@alz.org](mailto:jrosen@alz.org)) to request any additional accommodations.

### **GROUND TRANSFERS**

A variety of ground transportation options are available upon arrival to DCA airport or Union Station via Amtrak, including Taxi, Uber, Lyft and Metro – the Foggy Bottom-GWU Metro Station and the Dupont Circle Metro Station (south entrance) are each 0.4 miles from the hotel.

### **MEALS**

Breakfast, lunch and dinner will be provided to all attendees on the first day of the Summit. Breakfast and lunch will be provided on the second day.

### **REIMBURSEMENT**

Airfare and lodging costs will be covered directly by the Alzheimer's Association for the state officials who are permitted to receive travel assistance from the Association. Other travel-related expenses, including ground transportation and meals during travel, may be reimbursable by the Association in accordance with federal [GSA per diem rates](#) (currently \$59.25 in the District of Columbia for meals for the first and last day of travel). Attendees who wish to receive reimbursement must procure and save receipts to submit for reimbursement after the meeting. Instructions for submitting receipts will be provided when the meeting concludes.