National Institutes of Health

Big Data to Knowledge (BD2K) Common Fund Program
Behavioral and Social Sciences and Big Data Workshop
National Institute of Child Health and Human Development
6710B Rockledge Drive, Bethesda, MD 20817 | Conference Room 1425/1427

March 19-20, 2018

Pre-meeting Logistics Information for Invited Speakers
Updated 1-31-18

This information will assist you in planning for your participation at the BD2K Behavioral and Social Sciences (BSS) and Big Data Workshop organized by the National Institutes of Health. Rose Li and Associates, Inc. (RLA) is providing planning and logistics support for this meeting. Please contact Chandra Keller-Allen at chandra.keller-allen@nih.gov or chandra@roseliassociates.com with any questions.

All travelers are responsible for making their own travel arrangements. Supported traveling participants will be reimbursed after the meeting for allowable travel and accommodations costs.

Meeting Registration
Please visit the meeting website and register for the meeting: https://commonfund.nih.gov/bssbigdata.
The site will be updated as additional information and resources become available.

Meeting Schedule
The meeting will consist of two parts: (1) a hands-on R and R Studio training on Monday, March 19 from 8:30 a.m. to 12:30 p.m.; and (2) the main scientific workshop on March 19 from 1:30 to 5 p.m., and on March 20 from 9 a.m. to 4:30 p.m. Participants are welcome to join either/both parts of the meeting. A detailed agenda will be provided prior to the meeting.

Meeting Location
The meeting will be held in Conference Room 1425/1427 at the offices of the *Eunice Kennedy Shriver* National Institute of Child Health and Human Development (NICHD) located at 6710B Rockledge Drive, Bethesda, MD 20817.

Hotel Accommodations for Travelers

A block of sleeping rooms is being held at the [Bethesda Marriott Suites](#) (6711 Democracy Boulevard Bethesda, MD 20817) for the nights of March 18 and March 19, 2018 at a negotiated rate of $253 per night plus applicable taxes. The hotel is located 0.8 miles from the meeting location at NICHD. Travelers are responsible for making their own reservations in this block secured with a personal credit card. **Reservations must be made by Sunday, February 25, 2018 to ensure a room in the block at this rate**. Reservations can be made with a personal credit card [online](#).

Go to the hotel reservation URL specifically for this block and make your reservation online **by Sunday, February 25, 2018**.

[http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=NIH%20BD2K%20BSR%20Workshop%20Room%20Block%20%5Ewassb%60BDKBDKA%60253.00%60USD%60false%601%603/18/18%603/20/18%602/26/18&app=resvlink&stop_mobi=yes](#)

Please make your reservation without delay even if you are uncertain of your specific travel plans. Reservations may be canceled 24 hours prior to check-in without penalty.

Meals

Participants are responsible for obtaining all meals and refreshments during the meeting. Travelers will be reimbursed for meals in accordance with [GSA per diem rules](#). A list of restaurants in the hotel and nearby are provided on the [hotel website](#).

Ground Transportation between Airports and Hotel

Taxi Information

- Dulles International Airport (IAD)
    - Washington Flyer Taxi: 703-661-6655
- Baltimore Washington Thurgood Marshall International Airport (BWI)
    - BWI Taxi Management, Inc.: 410-859-1100
- Ronald Reagan Washington National Airport (DCA)
    - Barwood Taxi: 301-984-1900
    - Blue Top Taxi: 703-243-8294

Metro Subway

Ronald Reagan Washington National Airport (DCA) is the only area airport with immediate access to the Metro subway system. If DCA is your destination, you can travel on the Blue Line from DCA toward Largo Town Center to Metro Center Station and then transfer to the Red Line in the direction of Grosvenor or Shady Grove, exiting at the Grosvenor-Strathmore Metro Station. You will need a taxi from the metro station to the hotel, which is about 2.7 miles. If you are traveling Amtrak, take the Red Line from Union Station in the direction of Grosvenor or Shady Grove and exit at the Grosvenor-Strathmore Metro Station. For further information

regarding Metro subway transportation in the Washington, DC area and to determine how long the trip would take, please see http://www.wmata.com.

Parking: The hotel parking is available for $15 per day.

The Bethesda Marriott Suites website provides additional ground transportation information.

Travel Guidance and Expense Reimbursement Procedures for Invited Speakers

Travel
Supported travelers will be reimbursed for actual cost of domestic travel (rail or air) for one (1) round trip to the Bethesda, MD, metropolitan area, **up to a maximum of $600**. **RLA will reimburse you only up to $600 unless you have received prior written approval from Chandra Keller-Allen**. Federal travel policy allows RLA to pay only to transport you from your current location directly to the meeting and to either return you to your residence or send you to your next destination. Standard economy fares on a U.S. carrier must be used whenever possible. Many travel options are available, and you should work with your travel agent to make the arrangements that meet your needs.

Meals
The FY 2018 meals and incidental expenses (M&IE) per diem for the Washington, DC, metropolitan area (which includes Bethesda, MD) is $69. M&IE per diem for the first and last day of travel will be reimbursed at 75 percent of the prevailing Government per diem rate ($51.75), regardless of departure/arrival times. Actual per diem allowance will be calculated based on your travel dates. You can claim the full allowable amount of M&IE rather than submit receipts for actual meal costs.

Reimbursement Procedures
Supported travelers are required to complete an expense reimbursement form to account for per diem, lodging, ground transportation, parking, M&IE, and air or train fare. Mileage to and from the airport or train station will be reimbursed at the prevailing standard mileage rate (currently 54.5 cents per mile). The form will be emailed to you as an Excel spreadsheet and will be available on the meeting website. It must be completed with your full name, address where reimbursement should be sent, telephone number, and signature to be processed for reimbursement.

Please submit the expense reimbursement form and all receipts within 2 weeks of the conclusion of the meeting. Contact Chandra Keller-Allen if you have any questions about your expense reimbursement. You can submit a supplemental form if you later find another expense that is eligible for reimbursement.

Contacts

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