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Data Quality Codeathon Travel and Booking Information

Data Quality Collaborative

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Data Quality Collaborative (DQC) Code-A-Thon Travel Arrangements and Booking Information

Dear Colleagues,

Thank you for attending our upcoming DQ Code-a-Thon in Denver, Colorado! We are pleased to be able to cover your travel expenses and assist you in making your arrangements. We ask that you stay in the hotel we've chosen and, unless you strongly prefer otherwise, work with our travel agency to book your airfare. So please, **before you make any of your own arrangements incurring out-of-pocket expenses, read the message below** where we've provided instructions, along with conference and travel information.

Code-a-Thon Details

- **When: Friday, November 6, 2015 from 5 pm through Sunday, November 8 at 1 pm**
- **Where: Galvanize – Golden Triangle at 1062 Delaware St, Denver, CO 80204** [\[Map\]](#)

Travel Details

- Travel and accommodations covered by AcademyHealth include:
 1. one roundtrip flight to/from Denver (economy pricing),
 2. checked baggage fee,
 3. two-nights hotel stay,
 4. ground transportation while in Colorado,
 5. mileage to/from home airport, and
 6. airport parking.
- Meals will be provided during the weekend event (in detail, we will provide dinner on Friday evening, breakfast/lunch/dinner on Saturday and breakfast/lunch on Sunday).
- We recommend you schedule your flight to *land at Denver International Airport (DIA) no later than 3:00pm on Friday, November 6th* as the event begins at 5:00pm. We recommend you *schedule your departure flight no earlier than 3:30pm on Sunday, November 8th* as the event concludes at 1:00pm on that day. Consider bringing your bags to the venue on Sunday so that you can leave directly from there.
- We will coordinate ground transportation to/from the conference. Detailed information will be provided on a finalized agenda as the meeting date draws closer.

Flight Booking Instructions

You may choose to book your airfare to attend the Code-a-Thon through AcademyHealth's travel agency, Corporate Traveler, if you would prefer the support. If using Corporate Traveler, you would not need to be reimbursed for flight expenses since the airfare will be charged

directly to AcademyHealth on your behalf. Please use the following instructions to book your flight through AcademyHealth's travel agency:

1. **Contact our corporate travel advisor**, Cody Clarke (Travel Manager at Corporate Traveler) via phone at 1-866-637-1093 (or 703-236-1220) or via email at cody.clarke@corporatetraveler.us.
2. Identify yourself as making a reservation for AcademyHealth and provide project code **670**. Inform Cody that you are booking arrangements for the "**Data Quality Collaborative (DQC) Code-a-Thon**" so that he charges your airfare to our account. He will need to know which airport you're flying out of, and your traveler information for the TSA (see item number 3).
3. Please review the itinerary that Cody creates to verify its accuracy. To adhere with TSA requirements, your gender and date of birth will need to be included in the booking, please provide these to our agent on your initial contact. Also, because these travel funds are available through our sponsorships, please note we will only provide low-cost, coach-class or similar ticketing. All itineraries will be reviewed for approval.

If you prefer to not use the AcademyHealth's travel agency, you may book your own airfare to arrive and depart from DIA as detailed above. You would then need to request reimbursement for airfare expenses (economy flights) from AcademyHealth. To be reimbursed for your airfare, please follow all of the instructions on the enclosed AcademyHealth Travel Reimbursal form, complete the form following the event, and submit it for processing as directed.

Hotel Details

- A hotel room will be provided for you for two nights at [The Denver Marriott City Center](#). The organizing team has already forwarded your name to the hotel and you will receive confirmation via email in the coming days. Simply arrive at the hotel on November 6, 2015, and check in with the confirmation number that you received. The hotel will ask for a credit card for incidental charges.
- If you would prefer to extend your stay in Colorado, you may contact the hotel directly to inquire, but remember *AcademyHealth will only be able to cover the cost for two nights at the hotel.*

Please contact David Padgham at david.padgham@academyhealth.org or 202-292-6777 for any additional travel information or assistance.