



2018 ITRC Annual Meeting April 16-18, 2018 – Anaheim, CA Logistics Sheet *(last updated 1/16/2018)*

Meeting Location and Accommodations:

Wyndham Anaheim Garden Grove, *soon to be Delta by Marriott Garden Grove**
12021 Harbor Blvd, Garden Grove, CA 92840
(714) 867-5555

**Please note that the hotel is expected to change ownership and names in March 2018. Prior to March 2018, the hotel will still show as the Wyndham Anaheim Garden Grove.*

Agenda At-A-Glance:

- **Monday, April 16:** Travel Day (except for those receiving ITRC approval to attend select meetings) and no-host evening gathering at hotel pool
- **Tuesday, April 17:** Team Meetings, POC Meeting, Plenary Luncheon, Award Ceremony, and Optional Major League Baseball Game Outing
- **Wednesday, April 18:** Team Meetings and Board Meeting
- **Thursday, April 19:** Travel Day

Hotel Reservations: You can make reservations by using the ITRC [Reservation Website](#) and selecting your dates. The contracted rate is \$119.00 (\$139.46 including taxes) per night and is available 4/16 – 4/19. Please note that the ITRC Block Rate is considerably lower than the federal per diem rate of \$173 per night. Hotel check-in is 4:00PM and check-out is 12:00PM.

- *When making reservations, please be advised that ITRC block rooms are available beginning Monday, April 16 with final check-out Thursday, April 19. If you need to arrive earlier, contact ITRC for availability.*
- **All reservations must be made no later than Friday, March 23, 2018.** If you need assistance with reservations, please contact Aiyana Bodi at (202) 849-4980 or abodi@ecos.org.
- If you plan to extend your stay for leisure, you will need to call the hotel at (714) 867-5555 and **make a separate reservation** to get the best available rate or request the federal per diem rate. There are no rooms available within the ITRC room block outside of the meeting dates.
- We encourage our attendees to share your hotel reservation information with us so that we can help manage your stay during the transition of the hotel. Please feel free to email your confirmation number, and check-in and check-out dates to Aiyana Bodi at abodi@ecos.org.

ITRC is working closely with the new management of the hotel to ensure our attendees have a positive experience booking your room, as well as while staying at the hotel.

Attire: Business casual.



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Travel Expenses *(Applicable for ITRC Reimbursed Travelers Only)*

Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$64	\$15	\$16	\$28	\$5	\$48.00

- The per diem for Anaheim, CA is \$64 per day.
- First and last day of travel is \$48.
- Download a current reimbursement form from the [ITRC website](#) to request reimbursement for this meeting. Reimbursement forms must be submitted electronically within **30 days** of return from travel to Carolyn Sistare at csistare@ecos.org. Receipts for all purchases **\$25 and greater** must also be submitted. Please contact Carolyn at (202) 266-4932 with any questions prior to submittal.
- Please do not make travel arrangements until you receive approval from the ITRC Director, Board State Engagement Coordinator, or Board Team Leader Liaison.
- **NOTE: Car rentals will not be reimbursable unless prior approval is granted by ITRC.**

Transportation from/to Los Angeles International Airport (LAX) and John Wayne Airport (SNA):

***Please fly into the most cost-effective airport (taking into account other travel costs), and try to carpool as much as possible.*

LAX is about 38 miles away from the hotel.

- A taxi cab averages about \$100 one-way. Lyft/Uber will average about \$45-\$60 one-way.
- Super Shuttle: \$16 one-way, \$32 round trip. Tickets can be purchased in advance [online](#).

SNA is about 18 miles away from the hotel.

- A taxi cab averages about \$50 one-way. Lyft/Uber will average about \$20-\$25 one-way.
- Super Shuttle: \$11 one-way, \$22 round trip. Tickets can be purchased in advance [online](#).

Hotel Amenities: Complimentary guest and meeting room internet. **Complimentary** self-parking. See the [Hotel Website](#) for more.