2018 ITRC Annual Meeting
April 16-18, 2018 – Anaheim, CA
Logistics Sheet *(last updated 4/11/2018)*

Meeting Location and Accommodations:

Delta by Marriott Garden Grove (formally the Wyndham Anaheim Garden Grove)
12021 Harbor Blvd, Garden Grove, CA 92840
(714) 867-5555

Agenda At-A-Glance:

- **Monday, April 16:** Travel Day 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:

Please ensure that your hotel reservation is at the special ITRC contracted rate of $119 per night ($139.46 including taxes) Hotel check-in is 4:00PM and check-out is 12:00PM.

If you have questions or concerns with your reservation, please speak to an ITRC staff member prior to checking out from the hotel.

Hotel Meal Offerings:

Please note that the hotel will offer discounted meal options for ITRC Annual Meeting attendees. Attendees should show your name badge or tell your hotel restaurant server that you are attending the ITRC meeting.

- Breakfast: The hotel will offer a $9.99 hot breakfast option each day.
- Lunch: The hotel will offer a daily lunch deal on entrees (priced between $10-$18).

Hotel Amenities: **Complimentary** guest and meeting room internet. **Complimentary** self-parking. See the Hotel Website for more.

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 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.