



## PSIC Grantee Conference Frequently Asked Questions

### **LOGISTICS**

**QUESTION: What are the dates and location of the PSIC Grantee Conference?**

ANSWER: The conference will take place on Tuesday, October 5 and Wednesday, October 6, 2010 at the Crowne Plaza Cleveland City Centre Hotel located at 777 St Clair Avenue, Cleveland, OH 44114.

**QUESTION: When does the conference start and end on each day?**

ANSWER: On both days, the Peer Networking and check-in will begin at 8:00 a.m. The conference will conclude at approximately 5:30 p.m. on the first day and conclude at 4:30 p.m. on the last day. These times are subject to change.

**QUESTION: Are there hotel rooms set aside for the PSIC Grantee Conference?**

ANSWER: Yes, there are rooms set aside at the Crowne Plaza Cleveland City Centre Hotel. The cost of a room is \$84 per night. The rate is lower than the government per diem. When making your reservation, please identify yourself as a participant in the Public Safety Interoperable Communications Grantee Conference. To make a room reservation, call the hotel directly at 877-227-6963 or select the hotel's direct PSIC Grantee Conference web link:

<http://www.ichotelsgroup.com/h/d/cp/1/en/advancedsearch?whichtype=room&roomResult=none&hotelCode=clpsc&quickRes=city&GPC=PUB&checkInDate=01&checkOutMonthYear=092010&checkInMonthYear=092010&checkOutDate=09&requestid=203702>. FEMA/NTIA are not responsible for making hotel room arrangements for any of the conference attendees; you are required to book your own hotel room by Thursday, September 23, 2010 to reserve this special rate.

**QUESTION: What is the closest airport to the hotel?**

ANSWER: The Cleveland Hopkins International Airport (CLE) is 12 miles from the hotel.

**QUESTION: Does the hotel provide a courtesy shuttle service from the airport to the hotel?**

ANSWER: No, the hotel does not provide a courtesy shuttle service, but ground transportation from the airport is readily accessible. The hotel is a 20 minute ride by taxi, and 30 minute ride by train. The cost for a one way taxi is approximately \$23.00; one way train fare is \$2.25. Shuttles unaffiliated with the hotel are available roundtrip for \$44.00. You can access the on-line list of ground transportation services at the airport: <http://www.clevelandairport.com/site/514/default.aspx>.

**QUESTION: Will all conference activities be held in the Crowne Plaza Cleveland City Centre Hotel?**

ANSWER: Yes, the entire conference will be held in the hotel.

## **REGISTRATION**

**QUESTION: How do I register for the conference?**

ANSWER: The registration process is online. You must register by accessing the on-line site at <http://www.regonline.com/register/checkin.aspx?EventId=880270>.

**QUESTION: Can someone else register for me?**

ANSWER: Yes, provided they have all of your information and you have given them the appropriate permissions.

**QUESTION: When is the deadline for registration?**

ANSWER: The registration deadline is Thursday, September 23, 2010.

**QUESTION: Can I register for the conference and the hotel at the same time?**

ANSWER: Conference and hotel registration are separate processes. You can register for the conference and book your room by accessing the conference registration link found on the NTIA website at: <http://www.ntia.doc.gov/psic/conference.html>. FEMA and NTIA are not responsible for making hotel room arrangements for any of the conference attendees; you are required to book your own hotel room.

**QUESTION: What if the link to the Online Conference Registration website does not work?**

ANSWER: Make sure that the website is preceded by "https://." If you continue to have problems, please email [ldrinks@anidealpartner.com](mailto:ldrinks@anidealpartner.com).

**QUESTION: What should I do if I am unable to attend and I have already registered?**

ANSWER: You can cancel your reservation by accessing the registration link <http://www.regonline.com/register/checkin.aspx?EventId=880270>, and click on "Already Registered" this will allow you to modify your previous reservation. **You will be responsible for canceling your own hotel and travel reservations.**

**QUESTION: Once the deadline for registration has passed, can I still register?**

ANSWER: You may send an email to [PSIC@dhs.gov](mailto:PSIC@dhs.gov) with your request, and we will try to accommodate your request for registration after the deadline.

**QUESTION: Can I find out who else has registered for the conference in advance?**

ANSWER: Due to a large volume of registrations coming in each day, we are unable to provide a current list of registered attendees. However, if you have a specific inquiry, please send an email to [PSIC@dhs.gov](mailto:PSIC@dhs.gov), and we will assess each inquiry on an individual basis. We will provide an attendees list at the conference.

## **CONFERENCE FORMAT**

### **QUESTION: When will conference check-in be available?**

ANSWER: Early check-in is Monday, October 4<sup>th</sup> in the late afternoon (time TBD) and on Tuesday, October 5<sup>th</sup> from 8:00 a.m. - 9:30 a.m. You will be provided a name badge and welcome packet at the check-in desk.

### **QUESTION: What is the format of the conference?**

ANSWER: The conference takes place over two days, and will have General Sessions along with concurrent breakout sessions that each last approximately 60 minutes.

### **QUESTION: When will the agenda be available?**

ANSWER: The agenda will be provided on the conference website (<http://www.ntia.doc.gov/psic/conference.html>) approximately one week before the conference.

### **QUESTION: Am I required to attend every breakout session?**

ANSWER: We recommend that you attend one breakout for each of the four sessions offered within the two days in order to maximize your time at the conference; however, attendance is not a requirement.

## **COSTS**

### **QUESTION: Are there any fees for the conference?**

ANSWER: The only costs associated with the conference are travel costs, which are eligible for reimbursement under most Grant Programs Directorate grant programs. All travel should be in accordance with the Joint Travel Regulations ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)).

### **QUESTION: Who is going to reimburse me for my travel and hotel costs?**

ANSWER: Check with your State Administrative Agency (SAA) on their travel reimbursement policy.

## **TRAVEL**

### **QUESTION: Do I need to make my own travel arrangements?**

ANSWER: Yes. The hotel room block with guest rooms under the Federal per diem has been established for your convenience; the hotel requires a credit card to guarantee your reservation. Flight/car rental arrangements should be made using your approved travel agent if you are not requesting Invitational Travel funds. If you have questions about the process please contact your State representative. All travel costs should be in accordance with the Joint Travel Regulations ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)).

**QUESTION: Who can apply for Invitational Travel funds?**

ANSWER: Invitational Travel funds are available for up to 3 attendees per State Administrative Agency (SAA).

**QUESTION: What do Invitational Travel funds cover?**

ANSWER: Invitational Travel funds will support individual costs related to transportation (**airfare is prepaid through our travel agent**), lodging and meal expenses incurred by attending this event. Funding for additional attendees above the three Invitational Travelers must come from other sources.

**QUESTION: How do I request Invitational Travel Funds?**

ANSWER: Fill out the GSA Form 87 Travel Authorization form that was provided in the PSIC Grantee Conference announcement and reminder emails. Return the completed form password protected to [PSIC@dhs.gov](mailto:PSIC@dhs.gov) by **Thursday, September 23, 2010**. Further details regarding allowable Invitational Travel expenses and how to arrange travel will be sent after receipt of your travel authorization information. **Flights not booked through the FEMA travel agent will not be reimbursed.**

**QUESTION: Do I have to provide the conference organizers with my individual travel arrangements?**

ANSWER: No, you do not have to notify us of your travel arrangements. It is your responsibility to organize your own travel and arrive at the conference on time.

**QUESTION: Am I permitted to stay additional nights?**

ANSWER: The hotel rates are honored for the two nights prior to and following the conference depending on hotel guest room availability. However, any costs associated with additional nights are not eligible for reimbursement.

**MEALS**

**QUESTION: Will meals be provided?**

ANSWER: No food or beverage will be provided during the conference, but there will be an option to purchase box lunches at the per diem rate (\$13) from the hotel on Tuesday and Wednesday. A list of all nearby eateries will be provided in your welcome packet.

**DRESSCODE**

**QUESTION: What is the appropriate attire for the conference?**

ANSWER: Business casual attire. Please keep in mind that conference rooms can often be cool, so please be prepared to bring an extra article of clothing if necessary.

## **ADDITIONAL PEOPLE**

**QUESTION: If I feel a representative from my office should attend the conference with me, can I bring them along?**

ANSWER: Please check with your State Administrative Agency (SAA).

**QUESTION: What if I have a scheduling conflict with one of the days? Can I still attend?**

ANSWER: While we would prefer conference participants to attend the entire conference to experience the full benefit of all breakout sessions and discussions, we understand that scheduling conflicts can arise.

## **GUEST SPEAKERS**

**QUESTION: Can I find out who the guest speakers are going to be?**

ANSWER: Information regarding the guest speakers will be shared at the conference. Speaker biographies will be provided in the conference welcome packets.

## **CONFERENCE MATERIALS/HANDOUTS**

**QUESTION: Can I obtain a copy of the handouts ahead of time?**

ANSWER: The handouts for all of the sessions will be distributed at the conference.

**QUESTION: Will I need to bring any materials with me?**

ANSWER: All relevant materials will be provided at the conference.

## **ADDITIONAL INFORMATION**

**QUESTION: Who can we contact for additional information?**

ANSWER: Please email inquiries to [PSIC@dhs.gov](mailto:PSIC@dhs.gov).