



Fall 2017
Network
Meeting and
CAB Retreat

A Resource for CAB
Attendees

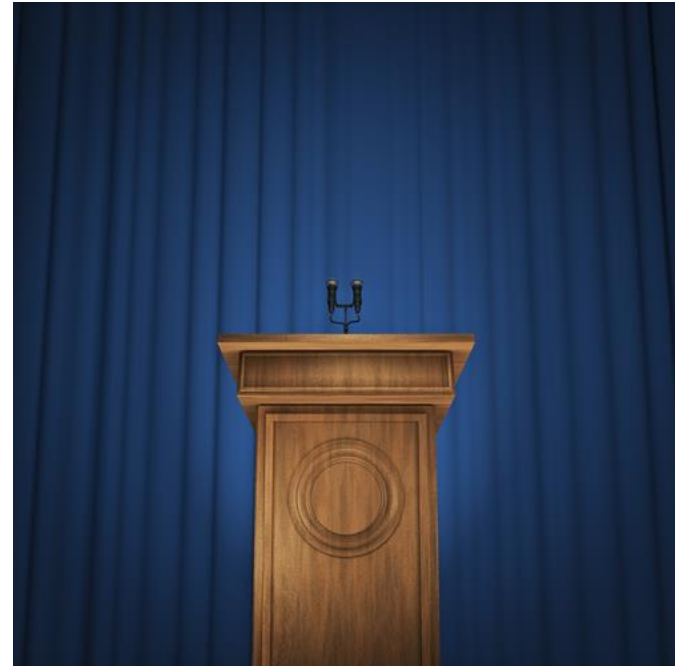
Overview

- Meeting Purpose
- CAB Purpose
- Logistics
- Tips for Feedback
- Extracurricular Activities



Meeting Purpose

- The Fall Network Meeting provides face-to-face opportunity for researchers and community members to work together on the PHACS project.



CAB Purpose

- **Represent** the PHACS community and local site community
- **Learn** about PHACS studies
- **Give feedback** about current PHACS studies from the unique community perspective
- **Share information** from the meeting with the local site CAB and community

CAB Purpose

- “...the inclusion of community has not only helped to identify specific issues but also to help resolve particular problems that can help in understanding and working with the clients/patients within the PHACS clinical trials. **Who better to relate to the PHACS study participants than the PHACS CAB?”**”

-CAB Attendee

CAB Purpose

- “The one thing that I have taken away from the PHACS meeting is the fact that the clinicians openly took into consideration the suggestions of CAB members.”

-CAB Attendee

- “By joining forces, the CAB will make a difference in the research community and the lives of our loved ones.”

-CAB Attendee

Logistics – When & Where

- **Network Meeting:**
September 25 & 26, 2017
(Hilton Washington
DC/Rockville – Rockville,
MD)
- **CAB Retreat:** September
27, 2017 (Hilton
Washington
DC/Rockville – Rockville,
MD)
 - 8:00 AM – 1:00 PM



Logistics – When & Where

- CAB members will arrive on Sunday, September 24, 2017
- CAB members are asked to attend a brief welcome session on Sunday at 6:00 PM.
- CAB members are expected to attend all meeting sessions
- CAB members will leave after the CAB Retreat on September 27, 2017

Logistics – Travel

- Westat Travel will contact CAB members to arrange flights
- Westat has booked hotel rooms for all CAB members
 - Incidentals are not covered
- Check in time: ~4:00 PM (September 24)
- CAB members should plan to check out the morning of the CAB Retreat (September 27). Bring luggage to the CAB Retreat meeting room.

Logistics – Travel

- Westat Travel has scheduled all flights after 4 PM, so that CAB members can stay for the entire CAB Retreat, with a couple exceptions.
- Unavoidable airline scheduling problems – Affected CAB members are asked to say goodbyes during break and leave quietly, as needed.
- All other CAB members (with the exception of 2) will stay for the entire retreat ending at 1 PM.

Logistics – Travel

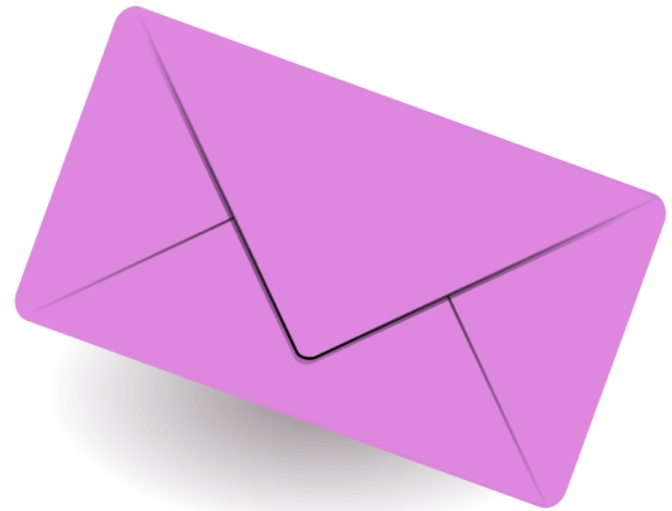
- Most airlines recommend arriving to the airport 2 hours before the flight
- Consider traveling light!
 - Most airlines permit one carry-on bag that can fit in the overhead compartment and one smaller bag that can fit under the seat in front of you
 - Airlines may charge for checked baggage (bags that won't fit carrying onto the plane)
- Feel free to bring your own food and drink!

Logistics – Per Diem

- **Per Diem** is money for ground transportation to and from the meeting or airport as well as money for meals not provided by the meeting
- Westat will send a per diem check for the full amount to you or your site before the meeting
- Westat will send a letter with the check that will explain how the money was calculated and suggestions for spending

Logistics – Per Diem

- Deposit or cash the check before the meeting
- No need to save receipts or submit reimbursement
- Budget wisely and keep any extra money



Logistics – Transportation

- **Hotel Address:**

1750 Rockville Pike
Rockville, MD 20852
Phone: (301) 468-1100



Logistics – Transportation

- Transportation options to/from the Ronald Regan National Airport
 - Taxi
 - Metro (DC's rail)
 - Super Shuttle
 - Ride Share (Uber, Lyft, etc.)



Logistics – Transportation (Taxi)

- Likely the most expensive option (\$)
- Consider sharing a taxi



Logistics – Transportation (Metro)

- ~\$4-5
- Getting TO the Metrorail station FROM the Terminals:
- Terminal B and C: Use either of two enclosed pedestrian bridges on the concourse level which connect directly to the station.
- Terminal A: Exit the terminal to the streetside curb, and board any “Airport Shuttle” bus. At the stops for Terminal B/C or Parking Garages B and C you may access an enclosed bridge which connects to the Metrorail station.

Logistics – Transportation (Metro)

- You will start at the “Ronald Regan Washington National Airport” station. Take the **yellow line** toward “Fort Totten,” and **get off at the “Gallery Place/Chinatown”** station. You will then take the **red line** toward “Shady Grove” and **get off at the “Twinbrook”** station. The Hilton is across the street.
- Take a look at the metro map to figure out which direction you should be headed:
<https://www.wmata.com/schedules/maps/upload/2017-System-Map.pdf>. You can also use the metro trip planner to plan your metro trip: <https://www.wmata.com/schedules/trip-planner/>.

Logistics – Transportation (Super Shuttle)

- ~\$15-20
- Book online at:
<http://www.supershuttle.com>
- Provide flight information
- Pay ahead of time
- Review Super Shuttle's directions
- May make several stops



Logistics – Transportation (Ride Share)

- Available in the Washington, D.C. area
- Only use if familiar

Logistics – Dress

- Business casual dress
- Consider a sweater, sweatshirt, or jacket (some people say the meeting rooms can get chilly!)
- Anything in the evenings!

Logistics

- Any questions?

Tips for Feedback

- CAB members are encouraged to ask questions and give feedback after presentations
- All questions/comments are welcome!
- Consider spreading out in the meeting room
- Write questions/comments down during sessions



Tips for Feedback

- Stephanie, Brandon, Megan, Claire, and other CAB members can relay questions during meeting sessions
- WhatsApp
- Consider approaching speakers after sessions
- Bring questions to lunch meeting!

Tips for Feedback

- Working Group sessions often feature many speakers who talk about different ongoing studies
- Think about “how” and “why”



Tips for Feedback

- For example:
 - A speaker mentions studying heart disease in young adults in PHACS
 - **How** will you be measuring heart disease? Are there any extra procedures that young adults will need to undergo for this study?
 - **Why** are you studying heart disease in the young adults in this study? Has other research shown that the young adults in this study may be likely to get heart disease?
 - This is a priority to me because heart disease is a problem in my local community.

Tips for Feedback

- Any questions?

Extracurricular Activities

- **Metro:**

<https://www.wmata.com/schedules/maps/upload/2017-System-Map.pdf>

- **Restaurants within 1 mile:** [Click here](#)

- **Shops within 1 mile:** [Click here](#)

