

Fall 2019 Network Meeting and CAB Retreat

A Resource for CAB
Attendees

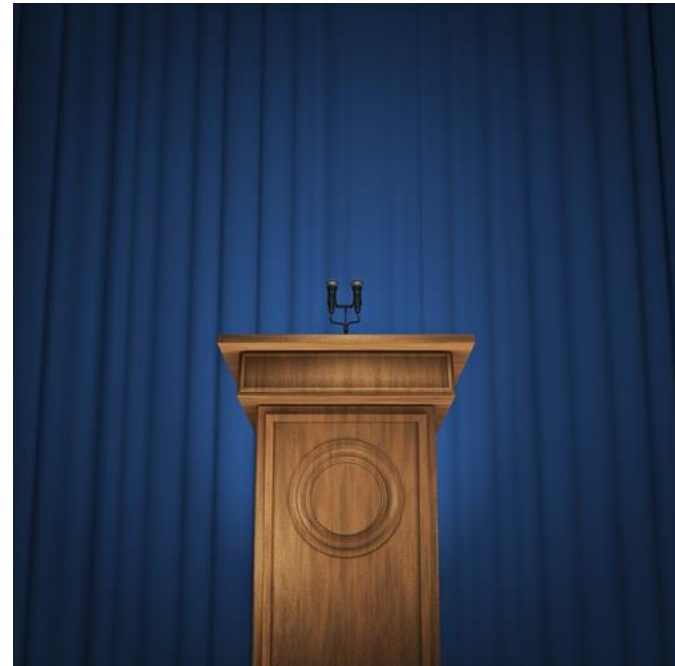
Overview

- 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

- **CAB Retreat:**

September 18
(Bethesda Hyatt
Regency, Bethesda,
MD)

- 10:00 AM – 5:00 PM

- **Network Meeting:**

September 19 &
20 (Bethesda Hyatt
Regency, Bethesda,
MD)



Logistics – When & Where

- CAB members will arrive on Tuesday, September 17
- CAB members are expected to attend all meeting sessions
- CAB members will leave after the Network Meeting on September 20 (after 3:30 PM)

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 17)

Logistics – Travel

- Westat Travel has scheduled all flights after 6 PM, so that CAB members can stay for the entire meeting, with a couple exceptions.
- Unavoidable airline scheduling problems

Logistics – Travel

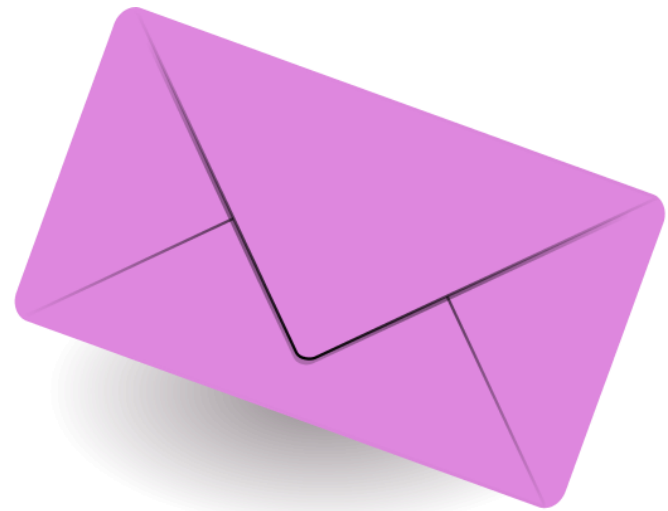
- Most airlines recommend arriving to the airport 2 hours before the flight
- Consider traveling light!
 - Most airlines permit one carry-on bag that can fit in the overhead compartment and one smaller bag that can fit under the seat in front of you
 - Airlines may charge for checked baggage (bags that 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

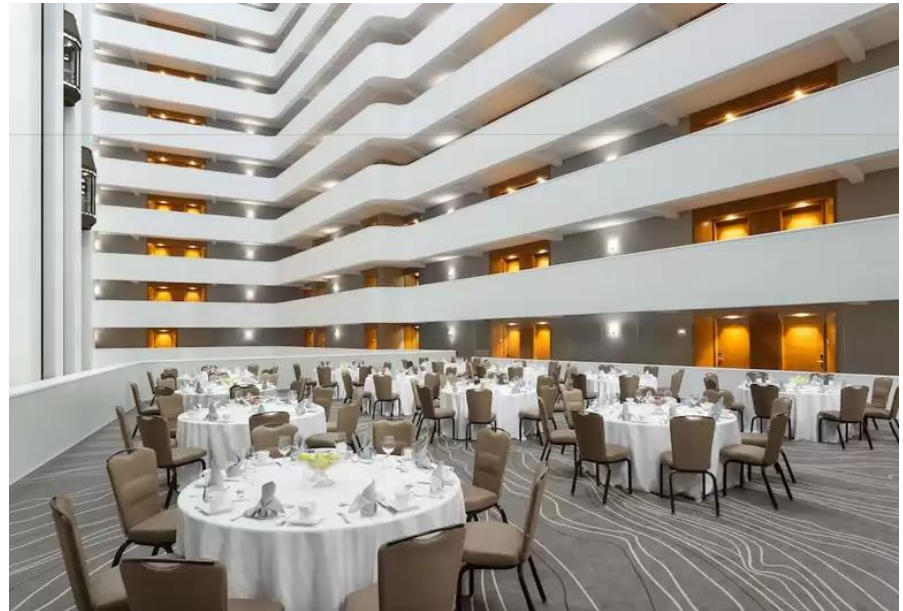
- Deposit or cash the check before the meeting
- No need to save receipts or submit reimbursement
- Budget wisely and keep any extra money
- Incidentals and Tipping



Logistics – Transportation

- **Hotel Address:**

1 Bethesda Metro
Center Bethesda,
MD 20814



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)

- ~\$5-7
- 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 and get off at the “Bethesda” station. You will take the yellow line to “Gallery Place” station where you will transfer to the **red line** to get off at the “**Bethesda**” station.
- 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/>. The metro station is located right beneath Hyatt Regency Bethesda.

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 – Uber, Lyft)

- 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, Exzavia, Megan, Claire, and other CAB members can relay questions during meeting sessions
- Consider writing down questions. CAB members will be given paper to write down questions anonymously.
- WhatsApp
- Consider approaching speakers after sessions
- Grab a seat with PHACS researchers at lunch!

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 lung problems in young adults.
 - **How** will you be measuring lung problems? Are there any extra procedures that young adults will need to undergo for this study?
 - **Why** are you studying lung problems in the young adults in this study? Has other research shown that the young adults in this study may be likely to have problems with their lungs?
 - This is a priority to me because asthma is a problem in my local community.

Tips for Feedback

- Any questions?

Extracurricular Activities

- **Metro**

<https://www.wmata.com/schedules/trip-planner/>

- **Restaurants within 1 mile**

- **Shops within 1 mile**

