

Logistical Information  
Working Group Meeting Number One  
San Diego, California  
October 9<sup>th</sup> & 10<sup>th</sup>, 2017

We are pleased that you will be joining us for the **Addressing ELSI Issues in Unregulated Health Research Using Mobile Devices Working Group Meeting #1** being held on October 9-10, 2017, beginning at 8:00 a.m. each morning at the University of California – San Diego, Atkinson Hall (first floor), 9500 Gilman Drive, La Jolla, CA.

**Included in this email you will find:**

1. Lodging Location
2. Ground Transportation Information
3. Shuttle Service and Walking Directions from Hotel to Atkinson Hall
4. Dinner Location
5. Reimbursement Information (**attached**)
6. Federal Expense Reimbursement Guidelines (**attached**)

**1 – Lodging Location:**

Estancia La Jolla Hotel  
9700 N. Torrey Pines Road  
La Jolla, CA 92037  
866-451-3341  
Website: [Estancia La Jolla Website](#)

Check-in Time: 4:00 p.m.  
Check-out Time: Noon

**Billing Information:** Room and tax charges will be billed to Infinity's account. Incidentals are the responsibility of the individual. A hotel sleeping room receipt is not required when returning reimbursement paperwork.

**Hotel Cancellation Policy:** Reservations must be cancelled 2 days prior to arrival by noon (PST), to avoid a cancellation fee of one night's room and tax. If not cancelled, this charge will be the responsibility of the participant.

**2 – Ground Transportation Information:**

San Diego International Airport (SAN) is approximately 15 miles from the hotel with an estimated taxi fare one way of \$61.00.

**\*\*Please note** -- Uber service (UberX) will be reimbursed up to estimated published taxi fare. Uber car categories other than UberX is not recommended as they may exceed standard taxi fares.

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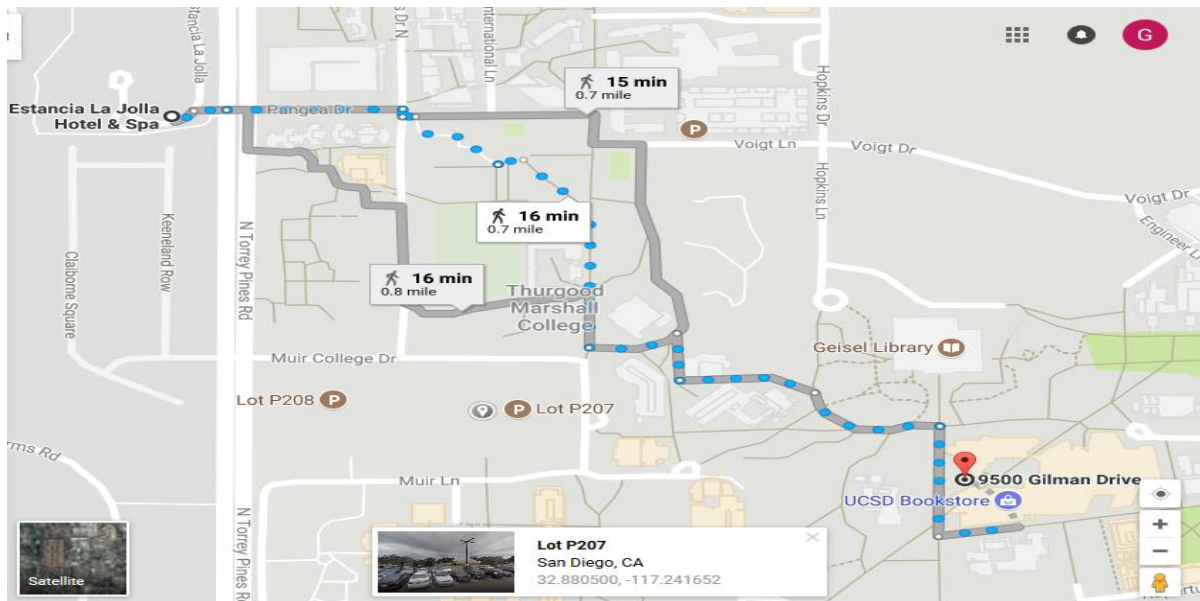
**3 – Shuttle Service and Walking Directions from Hotel to Atkinson Hall:**

There will be shuttle service provided from the hotel to Atkinson Hall both mornings, **leaving the hotel at 7:15 a.m.** If you prefer, the walk from the hotel to Atkinson Hall, is approximately 0.7 miles, the route is mostly flat and takes 16 minutes.

Directions:

- From the hotel, cross N. Torrey Pines Road and continue onto Pangea Drive
- Turn right onto Scholars Drive, N. – 30 feet
- Turn left onto Thurgood Marshall Lane – 36 feet
- Turn right toward Ridge Walk – 358 feet
- Turn left toward Ridge Walk – 75 feet
- Turn right onto Ridge Walk – 0.2 miles
- Turn left toward Library Walk – 262 feet
- Turn right toward Library Walk – 449 feet
- Turn left – 223 feet
- 9500 Gilman Drive (Atkinson Hall)

Here is a map:



Link from Google Maps:

[Directions from Estancia La Jolla to Atkinson Hall](#)

**4 – Dinner Location:**

BellaVista Caffe (the Terrace)  
2880 Torrey Pines Scenic Drive  
La Jolla, CA 92037

**Following the meeting, a shuttle will be located outside of Atkinson Hall to take you to the restaurant.**

**5 – Reimbursement:**

***Please note the following regarding meals provided at the meeting and M&IE reimbursement:***

Breakfast (both days) and lunch on Monday is being provided at the meeting and thus the appropriate Federal Government per diem (M&IE) deductions have been included on your Expense Reimbursement Form. If you pre-ordered a box lunch on Tuesday, that deduction is included as well. For those attending the dinner on Monday evening, a dinner deduction from your per diem is also reflected on your form. **Reimbursement for meals provided cannot be obtained through another source.**

The Airline Luggage Fee for one standard size bag is a separate reimbursable item **with receipt**. Upgraded travel, premium seat, and oversized luggage fees are **non-reimbursable**.

Taxi reimbursement, **with receipts**, is allowed for transportation between airport-home and airport-hotel. Taxi travel costs for any other purpose are non-reimbursable. Car rental is also a non-reimbursable expense (see attached guidelines).

Attached is your Expense Reimbursement Form along with Federal Government Travel Regulation Guidelines, which apply to local and non-local participants. Please complete the Reimbursement Form and return it, along with your receipts, to Gaye Freese, [gfreese@infinityconferences.com](mailto:gfreese@infinityconferences.com), or mail it to Infinity Conference Group, 1035 Sterling Road, Suite 202, Herndon, VA 20170, Attention: Gaye Freese, by October 24, 2017. **It is important that you request and retain for submission receipts for expenses incurred for ground transportation, parking, and baggage fees.**

We look forward to seeing you.