



Orlando, FL  
21-23 August, 2015  
Hotel, Travel, and Orders Information

### *Welcome to the Orlando, Florida Yellow Ribbon Event*

A detailed agenda will be given to you upon check in at the Yellow Ribbon Event. Use the information listed below to plan your arrival and departure from Orlando, FL.

Arrival Date: 21 August 2015  
Departure Date: 23 August 2015

**Report Time and registration** will take place in the hotel on Friday, 21 August from 1500-1800.

The event ends Sunday, 23 August at approximately 1200. Departure from the event must be scheduled after this time. Check out from the hotel is usually no later than 11 so please make sure to either bring your bags down to the lobby prior to the start of the day and have the hotel store them in a secure area or use your break time to check out of your room.

#### **Youth/Teen Programs & Child Care:**

Licensed child care will be provided on site for children ages 5 years and under. Project Yes will be on site to organize activities for the 6-17 year olds. **Note -** if your child or teen attends an event on a paid Invitational Travel Authorization, registration and participation in the youth program is required. There is no out of pocket expense for either service to you.

Child care and youth registration information will be provided to you upon check in at the event.

**Important** - if you, an adult guest or your children have special needs, medical conditions, allergies, etc., please notify me as soon as possible so that we can make appropriate accommodations. When registering with child care and youth programs, please let them know about your child's needs.

**Accountability:**

An accountability system will be in place for the duration of the event. Remember you and your guests/family members are on official/Invitational Travel Authorization, and are expected to attend all sessions. Bring a copy of your orders and your guests ITA's to the event. Emergencies happen. If you or your family/guests have an emergency please let me or one of the Yellow Ribbon staff know right away for assistance/accountability.

**Hotel Information**

1. Rosen Centre Hotel

**2. Attendees are responsible for making their own hotel reservations, to include cancellations or date changes. You must adhere to the hotels 72 hour cancellation policy to avoid no-show fees. There are no exceptions.**

3. When reserving a room, ensure you get the Yellow Ribbon group rate of \$ 89.00 per night (approved hotel per diem rate). This is the maximum in which you will be reimbursed on your travel voucher. August 2015 is the last day the hotel will honor the group rate, however the block may fill before then. Make your reservations as soon as possible.

**Hotel phone number**

**Please make sure to mention the Yellow Ribbon group when making your reservations.**

4. If you cannot make your hotel reservations at the government rate please contact me immediately.

5. Self parking will be complimentary. Valet parking is not a reimbursable expense.

6. Additional hotel rooms for guests that for some reason cannot room with the member can be paid for with the members government travel card (GTC) but the room should show on the family/guests travel voucher.

**Travel Information:**

Travel days are 21 and 23 July 2015. Members are encouraged to stay additional days before and or after but please not that all costs outside of the official travel days are at members expense and not reimbursable.

Notes: Tips are not a reimbursable expense. Rentals cars are not authorized for this event.

**Attire:**

**Members and guest dress code for the event is business casual.** Uniforms are not required. Business casual attire consists of slacks, khaki pants, dress or skirt with

appropriate length, collared shirts, dress shirts. No gym clothes, rumpled or ripped clothing, miniskirts, etc.

**Cancellations:**

If you need to cancel your event registration for any reason please contact me right away. Again, **it is your responsibility to cancel your hotel reservation** to avoid no show fees.

**Provided Meals:**

Registered attendees (military members, and family/guests), support staff, and Command/Leadership are provided the following meals;

- Breakfast and lunch on 22 August 2015
- Breakfast on 23 August 2015

Attendees and Leadership are funded for partial per diem. Meals provided at the event are claimed on your travel vouchers.

Guests on ITA's are reimbursed the same way as the member with partial per diem and some meals provided claimed on travel vouchers

**Summary of Costs:**

1. Hotel room - \$ 89.00 /per day
2. Hotel taxes - use tax exempt form and submit upon check in - (hotel has a form for you to fill out).
3. Hotel parking - complimentary - no charge. Remember valet parking is not reimbursable.
4. Partial Per Diem - \$38 (\$5 incidentals already included)
5. First and last day - (travel days) \$42 (\$5 incidentals already included)
6. Full Per Diem - \$56