

## Attachment M- NPHII Focus Group Confirmation Email (Offsite)

Hello all,

We are excited to have you participate in the upcoming NPHII focus group on May 9<sup>th</sup>, 2013! We now have a several logistical updates to help plan your trip:

### Location

The focus group will be held at .....TBD Location..... on Thursday May 9<sup>th</sup>, 2013. It will last two hours: 9:00am-11:00am CST.

### Hotel

We have arranged a block of rooms at .....hotel TBD..... of May 8<sup>th</sup>. NNPHI has negotiated a room rate of \$239/night. All attendees **will need to make reservations directly with the hotel** and ask for the National Network of Public Health Institutes group rate. All reservations should be received by the Hotel no later than **Monday, April 8, 2013**, and must be accompanied by a first night room deposit or guaranteed with a major credit card at the time of reservation. All reservations without an acceptable form of deposit or guarantee may be cancelled without notice. Early booking is strongly encouraged as rates and inventory are not guaranteed. Attendees will be responsible for charges at the time of their stay; however, room and tax charges will be reimbursed after travel.

### Flights

Participants should plan to arrive into Chicago on **May 8<sup>th</sup>, 2013** in order to participate in the focus group the following morning. When booking your return flight from Chicago, please plan on a flight that leaves no sooner than 1:00pm on May 9<sup>th</sup>. All attendees will be reimbursed for airfare. **Please note flights that cost \$600 or more need to be preapproved by NNPHI staff.**

Lastly, to help you plan your travel, the NNPHI Travel Regulations and Expense Report forms are attached. The NNPHI Travel Regulations provide information regarding reimbursable travel expenses and necessary receipts.

If you have any questions or concerns about the information provided in this email, please feel free to reach out to me or Nikki Rider (Cc'd).

We look forward to seeing you in Chicago!

Thanks,

**Sarah McKasson, MPH**

Evaluation Coordinator

National Network of Public Health Institutes

Email: [smckasson@nnphi.org](mailto:smckasson@nnphi.org)

Website: [www.nnphi.org](http://www.nnphi.org)

Direct: 504.872.0773 | Fax: 504.301.9820