



**United Spinal Association
Roll on Capitol Hill 2018
June 24-27, 2018
Washington, DC
FAQ**

The information in this FAQ will help you prepare for your attendance at Roll on Capitol Hill 2018. Please take time to review it for the following details:

- **Important Dates**
- **Hotel Accommodations and Equipment Needs**
- **Registration Fee / Expense Reimbursement**
- **PCA's**
- **Capitol Hill Visit Scheduling and Transportation**
- **Expo**
- **Schedule At A Glance**
- **Travel Arrangements**
- **Attire**
- **Conference App**
- **Cancellation**
- **Questions**

Important Dates

- March 30: Deadline to register for ROCH and to reserve hotel accommodations.
- April 24: Finalize your travel arrangements. If flying book your flight by this date.
- May 11: Cancellations received after May 11 may incur cancellation fees.
- Week of June 4: Hotel confirmation letters sent to attendees. Letters will provide the name and address of your hotel; arrival date; departure date; room details; special notes; parking details; and your confirmation number.

Hotel Accommodations

All meetings will take place at the Capital Hilton (Host Hotel). While we have a small room block at the Host Hotel with both standard and accessible rooms, there is fixed quantity of accessible rooms available. This year, we needed to utilize 6 additional properties in order to accommodate our group. We realize, most attendees prefer to stay at the host hotel, but please keep in mind we have a very limited number of accessible rooms at the host hotel. Accessible rooms CANNOT be reserved by calling the hotel directly.

United Spinal will cover room and tax charges for the nights of June 24, 25, and 26, 2018. Accommodations for a PCA are included when the PCA shares hotel accommodations with the registered attendee. All hotel reservations for ROCH (including extended stay) will be made via an online registration and hotel form. The link to the form will be sent with your acceptance materials. The first week of April, Abby Schrum from Meetings Forte will send you an email update regarding your hotel room. Official hotel confirmation letters will be sent the week of June 4.

Hotels

Capital Hilton (Host Hotel)

1001 16th Street, NW

Washington, DC 20036

202-393-1000

<http://www3.hilton.com/en/hotels/district-of-columbia/capital-hilton-DCASHHH/index.html>

Bed Height: 26 inches

Parking: \$60 Valet Parking (*Daily rate, Tax not included*)

Garage height restriction is: 6' 3"

Check In: 4:00pm

Check Out: 11:00am

Courtyard By Marriott - Embassy Row

1600 Rhode Island Avenue, NW

Washington, DC 20036

202-293-8000

<http://www.marriott.com/hotels/travel/wasem-courtyard-washington-embassy-row/>

Bed Height: 31 inches

Parking: \$42 Valet Parking (*Daily rate, Tax not included*)

Garage height restriction is: 6'. Alternate parking options for oversized vehicles: Union Station Garage

<https://www.unionstationdc.com/parking/>

Check In: 3:00pm

Check Out: 12:00pm

Hamilton Hotel Washington DC

1001 14th Street NW

Washington, DC 20005

202-682-0111

<http://hamiltonhoteldc.com/>

Bed Height: 27 inches (ADA Room)

Parking: \$59 Valet Parking (4 hours -Overnight) & \$29 Valet Parking (0-4 hours) (*Daily rate, Tax not included*)

Garage height restriction is: 6'1". Parking for oversized vehicles is offered at the Washington Plaza Hotel, which is 2 blocks away.

Check In: 4:00pm

Check Out: 11:00am

Holiday Inn Washington – Central/White House

1501 Rhode Island Ave NW

Washington, DC 20005

202-483-2000

<https://www.ihg.com/holidayinn/hotels/us/en/washington/wasct/hoteldetail>

Bed Height: 26 inches

Parking: \$41.30 Self-Parking (*Daily rate*)

Garage height restriction is: 6' 5". Hotel has limited secure outdoor parking available for over height/ oversize vehicles.

Check In: 3:00pm

Check Out: 12:00pm

Homewood Suites Washington DC

1475 Massachusetts Avenue NW
Washington, DC 20005
202-265-8000

<http://homewoodsuites3.hilton.com/en/hotels/district-of-columbia/homewood-suites-by-hilton-washington-dc-downtown-WASHWHW/index.html>

Bed Height 24 inches Standard Room / 20.5 inches ADA Room

Parking: \$49.00 Valet Parking (*Daily rate, Tax not included*)

Garage height restriction is: 8'.

Check In: 3:00pm

Check Out: 12:00pm

Washington Plaza

10 Thomas Circle, NW
Washington, DC 20005
800-424-1140

<http://www.washingtonplazahotel.com/#gref>

Bed Height: 27 inches

Parking: \$30 Valet Parking / \$25 Self-Parking (*Daily rate, Tax not included*)

Garage height restriction is: 6'. Additional parking available for oversized vehicles, \$30 per day.

Check In: 3:00pm

Check Out: 12:00pm

Westin Washington, DC City Center

1400 M Street, NW
Washington, DC 2005202-429-1700

http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1761&language=en_US

Bed Height: 30 inches

Parking: \$50 Valet Parking (*Daily rate, Tax not included*)

Garage height restriction is: 8' 5".

Check In: 3:00pm

Check Out: 12:00pm

- **Extended Stays**

If you would like to extend your stay in Washington, DC, please share that information on your application/registration form. A member of the Meetings Forte staff will confirm availability and rate with you. Additional nights will be at your own expense.

- **Cancellations or Changes to Your Dates of Stay – Please Note!**

Note that any cancellations received after May 11, 2018 may incur fees due to the cancellation of your hotel room. Fees may also apply if you make a change to your arrival or departure date that causes the cancellation of one or more hotel nights. Plan your trip carefully!

- **Accessible Rooms**

Accessible rooms are available with roll-in showers or tubs. Accessible rooms will be assigned based on the needs of each attendee as well as in the order reservations are received. If you will need an accessible room for your stay you are **strongly encouraged** to complete your hotel reservation early.

- **Equipment Needs**

To ensure correct equipment is in place, attendees are strongly encouraged to bring their own equipment (no baggage fees apply to equipment on flights). If you cannot bring your own equipment, please indicate your

needs on the registration form and we will coordinate equipment for you. A member of the Meetings Forte staff will follow up to confirm exact details. If you plan to use a Hoyer Lift in your room please be sure to communicate that information on your registration form. Most hotel beds do not have under-bed clearance. Arrangements will be made to ensure you can use the Hoyer Lift in your hotel room.

Registration Fee / Expense Reimbursement

The advocacy work we will accomplish at ROCH 2018 is critical to the mission of United Spinal Association. As a result the organization covers the costs for attendees. Any help that you can provide in raising funds for the event is much appreciated. Attendees who raise \$350 or more in funds to support the event are eligible to have their registration fee reimbursed. Please see below for details.

Expense Reimbursement Process:

United Spinal will reimburse up to \$350 of travel and ROCH related expenses for each registered attendee. Expense that will be reimbursed include: flight, train, mileage, tolls, ground transportation, and parking. Attendees traveling with a personal care attendant may also qualify for reimbursement of the PCA's travel expenses (up to \$350).

- 1) Attendees should submit only one reimbursement form including expenses for PCA.
- 2) If single attendee, submit bills only up to \$350.00, with PCA up to \$700.00.
- 3) Copy of Registration payment.
- 4) In case PCA traveling to ROCH separately, it would need approval of ROCH Program Manager.
- 5) Complete reimbursement form, distributed to attendees after ROCH, with copies of receipts.
- 6) Only one PCA per attendee.

Save your receipts. You will receive an expense form the week after the event. Completed forms with supporting receipts are due July 15. Reimbursement checks will be mailed by July 30, 2018.

PCAs

PCAs attending ROCH with a registered attendee will receive a name badge and meals that are part of the ROCH meeting schedule. PCAs will attend Hill meetings with their registered attendee.

Capitol Hill Visit Scheduling and Transportation:

United Spinal will reach out to chapter and support group leaders about Hill visit scheduling. A Hill visit scheduling consultant will be available to assist you with arranging Hill visits. Detailed information to help you get around DC will be provided closer to the event. In the meantime, if you have any questions, please contact the ROCH Team at ROCH@unitedspinal.org

Sponsor Expo

The sponsors of Roll on Capitol Hill 2018 will be exhibiting throughout the event. Their support of ROCH makes the event possible. Please do spend time with each of them to show your support and learn about their products and services. Each ROCH attendee will receive an Expo punch card. Exhibitors will punch the card when you visit their table; turn in completed punch cards to be eligible for a prize.

Schedule At A Glance

Capital Hilton is the host hotel for ROCH 2018. The following schedule is provided to assist attendees with travel arrangements and expense budgeting. Any meals not listed on the schedule are on your own. A detailed schedule will be provided 3 weeks prior to the event. *All times are approximate. Subject to change.

Sunday, June 24, 2018

- Travel to Washington, DC
- 5:00pm – 6:00pm New Attendee Orientation

- 6:00pm Welcome Reception/Hors d'oeuvres
- Dinner on own

Monday, June 25, 2018

- 8:00am Continental Breakfast
- 9:00am – 5:00pm Meeting
- 12:00pm – 1:00pm Lunch
- Dinner on own

Tuesday, June 26, 2018

- 8:00am Full Breakfast
- Congressional Hill Visits throughout the day
- Lunch on own on Capitol Hill
- 5:00pm Reception on Capitol Hill/Heavy Hors d'oeuvres
- Dinner on own

Wednesday, June 27, 2018

- 9:00am – 11:00am Full Breakfast/Advocate Feedback and Wrap-Up

Travel Arrangements

Attendees are responsible for arranging their own travel to/from Washington, DC for the event. The staff at Meetings Forte are available to assist you with arranging your travel to Washington, DC if needed. **We recommend you finalize your travel arrangements by April 24, 2018 - two months prior to the meeting, to obtain the best pricing.**

Flying

Two airports serve Washington, DC. We ***strongly recommend*** you fly into Ronald Reagan Washington National Airport (airport code DCA). Reagan National Airport is approximately a 15-minute drive from the official hotel for ROCH. The other DC airport, Washington Dulles International Airport (airport code IAD) is an option for you; however, please note this airport is approximately a 40-minute drive from the official ROCH hotel. Visit the websites for each airport for ground transportation options (taxi, shared ride, accessible transportation). Also note the Accessible Taxi information below. Note the hotels do not offer shuttle service to the airports.

Reagan National Airport
www.flyreagan.com

Washington Dulles International Airport
www.flydulles.com

Train

Union Station is located at the center of Washington, DC. Service is available via Amtrak, MARC Train and Metro. Accessible taxi service is available – United Spinal recommends reserving an accessible taxi in advance.

Travel Assistance

For assistance in arranging your travel please contact Abby Schrum from Meetings Forte at abby@meetingsforte.com or 717-818-4127.

Accessible Taxi Service

Make reservations in advance by calling or visiting their websites at least 1-2 hours prior to when you will need the taxi. You can reserve several days in advance. Otherwise expect a minimum of a 30-minute wait minimum.

- Yellow Cab Company of DC Inc.: 202-544-1212 or <http://www.orderyellowcab.com/>
- Taxi Transportation Service: 202-398-0500 or <http://www.dctaxionline.com/>

Attire

The dress code for Roll on Capitol Hill 2018 is smart casual for the Sunday reception, Monday education meetings and Wednesday closing breakfast. Be comfortable! Tuesday is the Hill visit day where you will be meeting with Congressional staffers and members of Congress during the day and attending the Congressional Awards Reception in the evening so smart casual attire is suggested. Please stay away from T-shirts and jeans, but remember that it will be a long day on the Hill followed by the reception in the evening so plan for attire that is comfortable. United Spinal staff will be in business attire. We recommend you dress in layers for all ROCH functions. Meeting room temperatures will vary and may be too cold or hot for individual preferences.

Conference App

We are excited to announce we will be using a conference app for ROCH 2018 to assist with schedules, maps and other important resources. More information on the app will be provided after applications are approved.

Cancellation

If you need to cancel part or all of your participation at ROCH 2018 please notify Abby Ross at immediately, ideally by May 11 to allow time for a replacement to be identified and confirmed. Any cancellations received following May 11, 2018 may incur cancellation fees.

If any changes need to be made to your hotel reservations, notify Abby Schrum at 717-818-4127 or abby@meetingsforte.com *immediately*.

Questions

For general questions about Roll on Capitol Hill contact:

ROCH Team

roch@unitedspinal.org

718-803-3782 x7014

Hotel and Travel questions contact:

Abby Schrum, CMP, Meetings Forte

717-818-4127

abby@meetingsforte.com