

2016 WVCTSI Annual Meeting – Travel Expense Guidelines

TRAVEL EXPENSES

Please consider the following as you submit your registration:

LODGING

WVCTSI will cover lodging costs for the following groups of participants:

- WVCTSI administrative or core staff.
- WVCTSI pilot grant recipients, Research Scholars or recruited clinician scientists.
- Anyone selected to present during the oral presentations or poster sessions (this final determination will be made after the abstract submission deadline).
- Those asked to speak as part of the event program
- Those at the dean or center director level who are leaders in clinical and translational research. Will be determined at the discretion of the WVCTSI Director.

Those attending from in-state WVCTSI partner sites (WVSOM and CAMC, WVU Charleston) should plan to provide payment on-site for hotel lodging as provided in your institutional budget allocation.

Those attending any portion of the conference from another organization or from an out-of-state institution should plan to provide payment on-site, unless they have been asked to present.

WVCTSI will submit the master rooming list to Stonewall Resort in advance of the meeting and indicate to the resort who will be included on the master bill and who will be paying separately.

TRANSPORTATION

Approximately three weeks prior to the meeting, those who indicate on the registration form that they are interested in carpooling will be provided information on others looking to carpool. Arrangements can then be made among these individuals.

WVCTSI will not be covering mileage to/from the event site. Mileage should be submitted to your home department or institution for possible reimbursement. The planning team will work with invited speakers on transportation plans.

MEALS

Meals and snack breaks will be offered through out the duration of the conference as part of the event registration.