

**TRAVEL REQUEST FORM**

<b>NAME</b>	Sarah Miley	<b>DATE</b>	2/7/2023		
<b>DATE OF EVENT</b>	May 15-May 19, 2023	<b>PROGRAM CHARGED TO</b>	HIV/STD		
<b>EVENT START DATE</b>	05/15/23	<b>EVENT START TIME</b>	8:00 am	<b>DEPARTURE TIME</b>	8:00 am
<b>EVENT END DATE</b>	05/19/23	<b>EVENT END TIME</b>	12:00 pm	<b>RETURN TIME</b>	9:00 pm
<b>EVENT NAME</b>	STD Engage				
<b>LOCATION</b>	Sheraton Hotel, New Orleans, LA	<b>COUNTY</b>		<b>STATE</b>	LA

**EVENT BENEFIT**

<b>CEU's</b>	<input checked="" type="radio"/> Yes	No	<b>Professional Growth</b>	<input checked="" type="radio"/> Yes	No	<b>Program Required</b>	Yes	<input checked="" type="radio"/> No
<b>ODRS Field Record #'s</b>								
<b>Special Notes</b>	This conference is suggested and attended by Ohio Dept. of Health STI/HIV Prevention officials.							

**ESTIMATED COVERED EXPENSES**

						<b>TOTALS</b>
<b>Registration Fees</b>						\$ 350.00
<b>Lodging Expenses</b>	4	X	158	X	=	\$ 632.00
	# of Nights		\$Rate/Night		% Tax Rate	
<b>Names of employees sharing room</b>	Sarah Miley & Tina Nichols					
<b>Meals</b>						
	# Breakfasts	4	X	\$ 10.00	=	\$ 40.00
	# Lunches	5	X	\$ 15.00	=	\$ 75.00
	# Dinners	5	X	\$ 26.00	=	\$ 130.00
<b>Transportation</b>						
Will a City Vehicle be used for this trip?	Names of employees sharing vehicle transportation		Fuel for city vehicle used (for trips that would use more than one tank)		\$ 0.00	
Yes <input checked="" type="radio"/> No	Sarah Miley & Tina Nichols					
Mileage (estimate for personal vehicle)	128.00	X	0.58	=	\$ 74.24	
	Miles		Current OBM Rate			
Airfare						\$ 399.96
Taxi/tolls/ground transportation						\$ 80.00
Parking	5	X	\$ 10.00	=	\$ 50.00	
	# of Days		\$Rate/Night			
Other Expenses (please describe)						
<b>TOTAL REGISTRATION AND TRAVEL EXPENSES</b>						<b>\$ 1,831.20</b>

**GALION CITY HEALTH DEPARTMENT APPROVALS**

Employee Signature		Date	Supervisor Signature		Date
Travel Approved		Yes No	Supervisor Title		

**FOR AUDITOR USE ONLY**

Requisition#		P.O.#	
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**TRAVEL REQUEST FORM**

<b>NAME</b>	Tina Nichols			<b>DATE</b>	2/7/2023
<b>DATE OF EVENT</b>	May 15-May 19, 2023			<b>PROGRAM CHARGED TO</b>	HIV/STD
<b>EVENT START DATE</b>	05/15/23	<b>EVENT START TIME</b>	8:00 am	<b>DEPARTURE TIME</b>	8:00 am
<b>EVENT END DATE</b>	05/19/23	<b>EVENT END TIME</b>	12:00 pm	<b>RETURN TIME</b>	9:00 pm
<b>EVENT NAME</b>	STD Engage				
<b>LOCATION</b>	Sheraton Hotel, New Orleans, LA			<b>COUNTY</b>	<b>STATE</b> LA

**EVENT BENEFIT**

<b>CEU's</b>	<input checked="" type="checkbox"/> Yes	No	<b>Professional Growth</b>	<input checked="" type="checkbox"/> Yes	No	<b>Program Required</b>	Yes	<input checked="" type="checkbox"/> No
<b>ODRS Field Record #'s</b>								
<b>Special Notes</b>	This conference is suggested and attended by Ohio Dept. of Health STI/HIV Prevention officials.							

**ESTIMATED COVERED EXPENSES**

					<b>TOTALS</b>
<b>Registration Fees</b>					\$ 350.00
<b>Lodging Expenses</b>	X		X	=	\$ 0.00
	# of Nights	\$Rate/Night	% Tax Rate		
<b>Names of employees sharing room</b>	Sarah Miley & Tina Nichols				
<b>Meals</b>					
	# Breakfasts	4	X	\$ 10.00	= \$ 40.00
	# Lunches	5	X	\$ 15.00	= \$ 75.00
	# Dinners	5	X	\$ 26.00	= \$ 130.00
<b>Transportation</b>					
<b>Will a City Vehicle be used for this trip?</b>	<b>Names of employees sharing vehicle transportation</b>		<b>Fuel for city vehicle used</b> <i>(for trips that would use more than one tank)</i>		\$ 0.00
Yes <input checked="" type="checkbox"/> No	Sarah Miley & Tina Nichols				
<b>Mileage (estimate for personal vehicle)</b>	X	0.58	=	\$ 0.00	
	Miles	Current OBM Rate			
<b>Airfare</b>					\$ 399.96
<b>Taxi/tolls/ground transportation</b>					
<b>Parking</b>	X		=	\$ 0.00	
	# of Days	\$Rate/Night			
<b>Other Expenses (please describe)</b>					
<b>TOTAL REGISTRATION AND TRAVEL EXPENSES</b>					\$ 994.96

**GALION CITY HEALTH DEPARTMENT APPROVALS**

<b>Employee Signature</b>		<b>Date</b>	<b>Supervisor Signature</b>		<b>Date</b>
Travel Approved		Yes No	Supervisor Title		

**FOR AUDITOR USE ONLY**

<b>Requisition#</b>		<b>P.O.#</b>	
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May 15-19, 2023 | New Orleans, LA

## Preliminary Schedule

**Note:** Schedule is subject to change.

Monday, May 15, 2023	
1:00 PM - 5:00 PM	Exhibitor Move-In
7:00 AM - 5:00 PM	Onsite Check-In & Registration
8:00 AM - 5:00 PM	Pre-Conference Workshops
1:00 PM - 5:00 PM	Board Meeting (Invitation Only)
Tuesday, May 16, 2023	
8:00 AM - 5:00 PM	Exhibitor Move-In
8:00 AM - 5:00 PM	Onsite Check-In & Registration
10:00 AM - 3:00 PM	Pre-Conference Workshops (Attendance to be Approved)

<b>11:00 AM - 3:00 PM</b>	Full Member Meeting (Invitation Only)
<b>11:45 AM - 12:30 PM</b>	Networking with Exhibitors & Peers
<b>3:30 PM - 5:00 PM</b>	Opening Plenary
<b>5:00 PM - 6:00 PM</b>	Networking with Exhibitors & Peers
<b>7:30 PM - 9:00 PM</b>	Coming Back Stronger: Welcome Reception
<b>Wednesday, May 17, 2023</b>	
<b>8:00 AM - 5:00 PM</b>	Onsite Check-In & Registration
<b>8:00 AM - 9:30 AM</b>	Smackdown Plenary
<b>9:45 AM - 11:15 AM</b>	Morning Concurrent Sessions
<b>11:30 AM - 1:00 PM</b>	DIS Plenary
<b>1:15 PM - 1:45 PM</b>	Networking with Exhibitors & Peers
<b>2:00 PM - 5:15 PM</b>	Afternoon Concurrent Sessions
<b>5:15 PM - 6:15 PM</b>	Networking with Exhibitors & Peers
<b>Thursday, May 18, 2023</b>	
<b>8:00 AM - 5:00 PM</b>	Onsite Check-In & Registration
<b>8:00 AM - 9:00 AM</b>	Networking with Exhibitors
<b>9:00 AM - 10:30 AM</b>	Gay Bi Men Who Have Sex With Men Plenary
<b>10:45 AM - 12:15 PM</b>	Morning Concurrent Sessions
<b>12:30 PM - 2:00 PM</b>	Closing Plenary
<b>2:00 PM - 2:30 PM</b>	Networking with Exhibitors & Posters
<b>2:30 PM - 6:30 PM</b>	Educational Site Visits
<b>2:30 PM - 5:00 PM</b>	Exhibitor Move-Out

<b>7:00 PM - 9:00 PM</b>	NCSD Networking
<b>Friday, May 19, 2023</b>	
<b>9:00 AM - 12:00 PM</b>	Onsite Check-In & Registration
<b>9:00 AM - 12:00 PM</b>	Exhibitor Move-Out
<b>9:00 AM - 12:00 PM</b>	Post-Conference Workshop

## Event Information

May 15 – 19, 2023

In-Person | New Orleans, LA

## Venue

### **Sheraton Hotel**

500 Canal Street, New Orleans, LA 70130

**Hotel Rate:** \$158.00 per room

## Important Dates

- Early Bird Registration closes by March 3, 2023
- Call for Abstracts Submissions closed on February 1, 2023

## Registration Questions?

For inquiries, please contact: [stdengage@ncsddc.org](mailto:stdengage@ncsddc.org)

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