



Fellows Informational Session for the 2024 APHL Annual Conference

Fellow Travel

- Flying:
 - You'll arrive at the airport and then be responsible for scheduling transportation (Uber/Lyft/Taxi) to the hotel, and again from the hotel to the airport when you depart.
 - Access your booked ticket in the "**Attachments**" section of your travel request on the APHL Travel Site.
- Driving:
 - First-year fellows arrive on **Saturday, May 4, 2024**.
 - Second-year fellows arrive on either Saturday, May 4, 2024, or Sunday, May 5, 2025.



Fellow Hotels

- First-year fellows:

- Hotel name, address, reservation number, and dates of stay provided in one of two emails:
 - Subject line: *"FW: 2024 APHL Annual Conference Hotel Reservation"* sent on 3/18/24.
 - Subject line: *"Your May-04-2024 Confirmation"* sent on 3/12/24.
- APHL will be paying for your room and associated taxes, however, you will be required to put a card on file at check-in for incidentals.
 - Daily incidental **HOLD** charge at DoubleTree (\$75) and Springhill Suites (\$20).
 - **HOLD** will be removed at conclusion of stay unless incidentals are purchased.
 - Should you have special circumstances and require assistance with the daily incidental hold fee, please email fellowships@aphl.org as soon as possible.

Fellow Hotels Continued

- First-year fellows:
 - Parking: daily fee at DoubleTree (\$28) and Springhill Suites (\$40).
- Second-year fellows:
 - Responsible for booking, and paying up front for, your hotel accommodations.
 - Inquire about parking fees at your booked hotel.



Fellow Specific Activities and Events

- Sunday, May 5th events are required for first-year fellows and optional for second-year fellows.
- Dress code is business casual.

APHL 2024 ANNUAL CONFERENCE: FELLOWSHIP EVENTS SCHEDULE					
	Sunday May 5	Monday May 6	Tuesday May 7	Wednesday May 8	Thursday May 9
		Fellows Attend General Conference Sessions and Events			
	7:30 - 9:00 Morning Refreshments in Fellow Conference Room (S101 ABC)				
7:00 AM					
7:30 AM	Fellows Check-In with Fellowship Team at Room S101 ABC 7:30 - 8:30				
8:00 AM					
8:30 AM	Welcome, Guest Speakers and Fellows Activities 8:30 - 10:15	"Speed Interview" Sessions and Resume Building - Career Development Workshop 8:00 - 11:00 Room S101 ABC			
9:00 AM				Awards Ceremony (Fellow Poster Awards will be presented) 9:00 - 10:30	Fellows Only - City of Milwaukee Laboratory Tour (Optional and requires approved sign up)
9:30 AM					
10:00 AM			Break (10:15 - 10:30)		
10:30 AM	Networking 101 10:30 - 11:00				
11:00 AM	Guest Speaker Session 11:00 - 12:00				
11:30 AM					
12:00 PM	Lunch (provided) 12:00 - 1:00	Fellow Focus Group (Invited fellows only, lunch provided) 11:45 - 1:00 Room S101 ABC		Mentor Forum (For mentors only, lunch provided) 12:00 - 1:30 Room 101C	
12:30 PM					
1:00 PM	Guest Speaker Session 1:00 - 1:30				
1:30 PM	Fellowship and Leadership Roundtable Activity with CDC LLS 1:30 - 3:15 (Break included and we will adjourn around 3:15)				
2:00 PM					
2:30 PM		Rapid Poster Presentations! Meet at 2:30 in Grand Ballroom ABC			
3:00 PM					
3:30 PM					
4:00 PM					
4:30 PM					
5:00 PM					
5:30 PM					
6:00 PM					
6:30 PM		Fellow Reception Event at Doubletree Hotel 6:30 - 8:30 (All fellows, and others by invite only)			
7:00 PM					
7:30 PM					
8:00 PM					
Fellow events listed above during all day on Sunday and Monday morning will be in conference rooms S101 ABC. Dinners and reception locations are noted.					

First-Year Fellow Travel Stipends

- APHL pays for your registration, airfare, and hotel room and will issue you an '**Annual Conference Travel Stipend**' in your May stipend payment.
 - The travel stipend is meant to **offset costs associated with attending the conference** (e.g., airline baggage fees, some mileage, ground transportation, per diem for meals not provided, etc.).
 - **\$763.34**
 - Travel stipend is issued based off confirming your attendance.
 - All first-year fellows will receive the same stipend amount regardless of travel distance or method. **Additional reimbursements will not be provided.**
 - Travel stipends are only issued to first-year fellows.



Second-Year Fellow Reimbursements

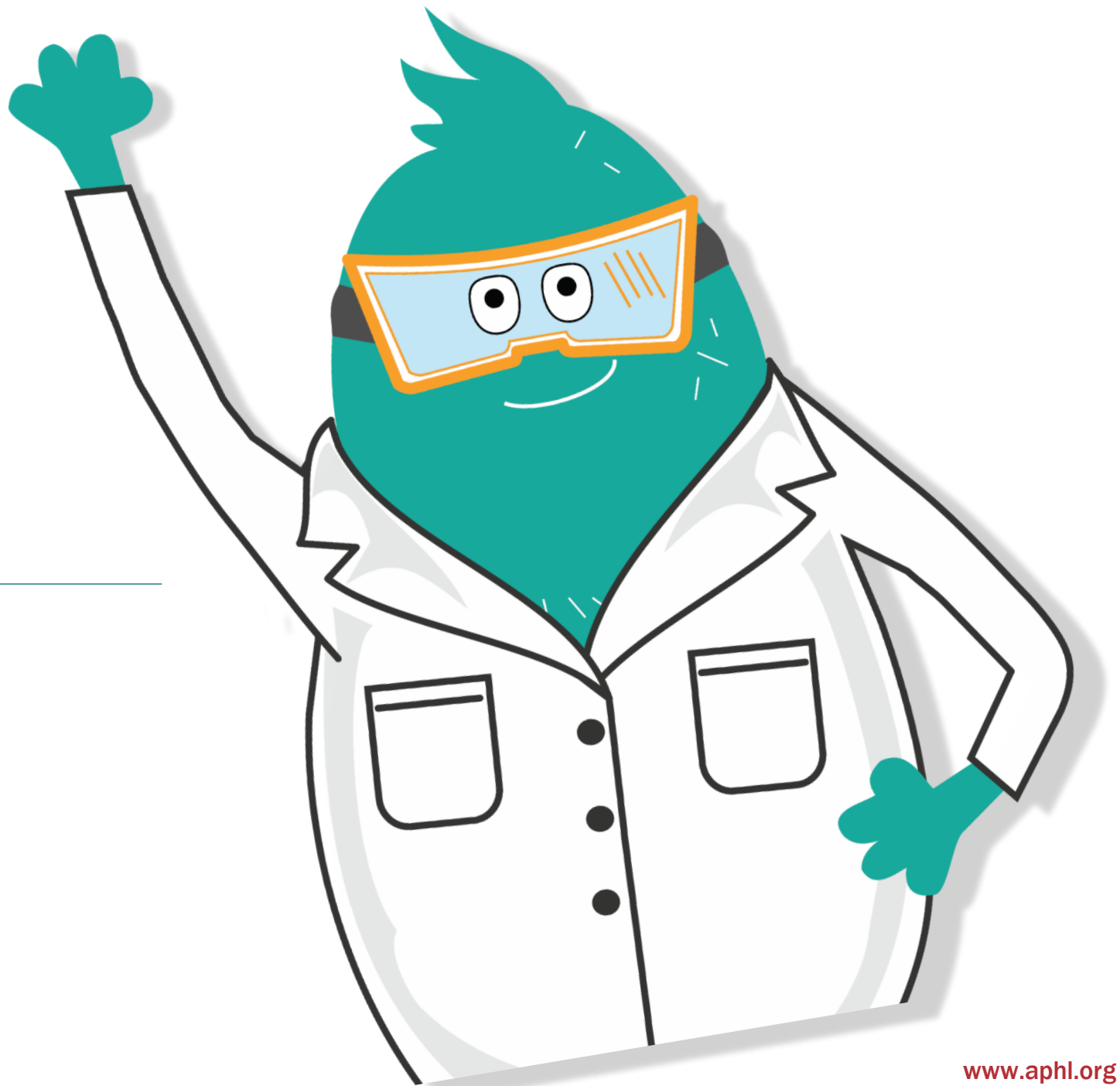
- Registration and airfare are deducted from your professional development funds.
- All other expenses are paid out of pocket and once the conference concludes you will submit for reimbursement through SAP Concur.
- Information on how to submit for reimbursement was sent in one of two emails:
 - Subject line: "*Second-Year Fellow's Registration and Airfare Information for the 2024 APHL Annual Conference*"
 - Subject line: "*Second-Year Fellow's Information for the 2024 APHL Annual Conference*"



Socializing and Networking

- The 2024 APHL Annual Conference allows fellows to meet one another and network with other laboratory professionals and APHL staff!
 - Get to know your fellow fellows.
 - Share transportation to save costs and spend time with others.
 - Go to reception events, sessions, and poster exhibits together.
 - Find new restaurants and go as a group.
 - Second-year fellows can serve as ambassadors to first-year fellows.
 - Embrace the time and have fun!

Questions?





Additional Questions?

Contact fellowships@aphl.org
or join our weekly [office hours](#) on
Wednesdays from 3:00 – 4:00 EST

Thank you!