



If you are a state health department employee, the State Epidemiologist in your state will be notified of this invitation.

Funding support requires you to attend the "ExampleCustomField" workshop on Sunday, June 2. For questions regarding your sponsorship, please email ExampleCustomField at ExampleCustomField.

Dear ExampleContactFirstName:

The Council of State and Territorial Epidemiologists (CSTE) extends a special invitation to you to attend the 2019 CSTE Annual Conference, June 2, 2019 - June 6, 2019 in Raleigh, North Carolina. As a recipient of funding support through the CSTE/CDC Cooperative agreement, support for travel arrangements and reimbursement will be provided for airline transportation, ground transportation, hotel accommodations for up to **ExampleCustomField** nights, per diem allowance for meals, and **full conference registration**.

Your attendance and participation is vital to the conference as an opportunity to share expertise and network with epidemiologists from around the country. Every year CSTE hosts over 1,500 state and local epidemiologists at its conference to consider pressing public health issues facing our nation. Conference activities will include important workshops, breakout sessions, plenaries and other scheduled events related to a diverse agenda of public health and epidemiology topics.

Before making any arrangements, please read the full [2019 CSTE Annual Conference Travel Reimbursement Policy](#), which include *detailed* guidelines about expenses, cancellations, and travel reimbursement.

The CSTE Annual Conference is a valuable meeting for epidemiologists, as the multidisciplinary nature of public health warrants the collaboration of epidemiologists across fields. This annual scientific conference is the major forum for discussing opportunities, challenges, and advances in practicing epidemiology in state and local jurisdictions, thereby facilitating state- and local-based epidemiology and public health surveillance.

In order to take advantage of the travel support, please complete the following steps:

- **Register for the conference utilizing [this link](#) as soon as possible:** This personalized link is connected to your profile and may only be used once. Registration may only be completed online and is **non-transferrable**. If after you register you find you cannot attend, please cancel your registration online and contact your CSTE Program Staff lead listed above immediately so that a substitute traveler may have an opportunity to attend. If you register after the workshop or session that you are sponsored for reaches capacity, your sponsorship may no longer be available. Please register early.
- **Once your registration has been submitted,** please finalize the remainder of your travel reservations including airline and hotel reservations:
 - **HOTEL:** All hotel reservations are the responsibility of the traveler. CSTE will not make a lodging reservation on your behalf. Reservations for lodging can only be secured at a group block hotel after registering for the conference through Passkey. Hotels will not accept reservations directly for the group rate. CSTE will reimburse up to the group rate plus tax per night at available conference hotels. Reimbursement will not exceed **ExampleCustomField** nights. If the CSTE conference hotel room blocks are full or if lodging arrangements are made at non-conference hotels, CSTE will reimburse up to \$117 per night plus tax (per diem). CSTE highly recommends that you make your lodging reservations as soon as possible as conference hotels are expected to sell out before the listed deadline. Some of the CSTE conference hotels are not walkable and will require a shuttle. However, a shuttle is not provided for all conference hotels. Please be sure to review available hotels and shuttle options on Passkey. For an individual with a disability that requests assistance with reserving a room near the conference venue, please contact Orchid Events (details are in the 2019 CSTE Annual Conference Travel Reimbursement Policy) as soon as possible.
 - **AIRLINE:** BCD Travel is the official travel agent for CSTE and airline reservations must be made through BCD Travel either online or by phone. For instructions on making airline reservations, please refer to the [2019 CSTE Annual Conference Travel Reimbursement](#)

[Policy](#). Airline reservations will not be approved unless you have registered for the conference using the link provided above. Airline reservations will not be made on your behalf.

- **Read and familiarize yourself the with CSTE Travel Reimbursement Policy.** If you have any questions on what is a reimbursable expense, please contact CSTE at (770) 458-3811 or travel@cste.org. Travelers must keep all receipts for reimbursement that exceed \$50.99 and at least one receipt must be submitted from the destination city as proof of attendance.

We look forward to seeing you in Raleigh, North Carolina. If you have any questions or need further assistance, please contact the CSTE National Office at (770) 458-3811 or travel@cste.org.

Please note: CSTE suggests that you consider becoming a CSTE member if you are not already a member. The dues for membership are very modest, allowing all state and local epidemiologists access to [member benefits](#) without causing financial hardship. Sponsored travel and registration require the use of CSTE resources, part of which is paid for by member dues. Please visit <http://www.cste.org> for more information about joining CSTE, the home for all applied public health epidemiologists.

Thank you,

CSTE National Office

If you no longer want to receive emails from Shundra Clinton, please [Opt-Out](#) .