



IT Solutions Management for Human Services

an affiliate of the American Public Human Services Association

General Information

- **Where is the ISM Conference?** **The Chicago Marriott Downtown at Magnificent Mile**
540 North Michigan Avenue
Chicago, IL 60611
(312) 836-0100 - Main Number
- **How much is the hotel room?** \$168.00 single or double or prevailing government per diem, plus applicable taxes, currently 15.4%
- **What is the cut-off date for hotel reservations at the conference rate?** August 6, 2010
After that date, hotel reservations will be accepted on a space-available basis. We suggest that you make your lodging arrangements now. You can always call and cancel at no penalty up to 6pm on your scheduled day of arrival. Note: This information is provided as a convenience; the Marriott will provide their current cancellation policy to you when confirming your reservation.
- **How can I make my hotel reservations?** Go to APHSA's home page at <http://www.aphsa.org> and click on Conferences, using the left navigational bar. You may use the link provided there to directly access the hotel's reservation system or call (800) 228-9290. *Please refer to ISM when calling.*
- **What do I need to do to register?** Online registration is available. Go to APHSA's home page at <http://www.aphsa.org> and click on Conferences, using the left navigational bar. If unable to access the online system, you may download and print the registration form located on our web site. Please complete the form in its entirety and check all appropriate boxes so that your registration can be processed promptly.
- **What are the new APHSA Conference Policies?** APHSA now requires a valid purchase order, if not paying by check or credit card when registering. You can no longer select a "bill me" option without a purchase order. You may enter the purchase order number using both our online registration site and if you download and fax a registration form. **A copy of the purchase order will be required before you can receive your conference materials at the event.** We also have increased the cancellation fee to \$100. In order to receive a refund, less the \$100 fee, your written cancellation notification must be received prior to the date noted on the registration form (August 6, 2010). After the noted date, no refunds will be made. All refunds will be processed after the event.
- **What is the conference registration cut-off date?** August 16, 2010
(After that date you may register on site.)
- **How many names can I put on my form?** One person per form, please
- **Can I copy the registration form?** Yes
- **What does the registration fee include?** Two Receptions, Three Continental Breakfasts, Two morning Beverage Breaks, Two Afternoon Beverage Breaks.

Transportation:

From/To Chicago/O'Hare Airport:

Taxi: Taxis are available outside the baggage claim area. Fare is approximately \$40.00 (20 – 30 min).

Subway: Please contact the hotel directly for subway information.

Shuttle: Go Airport Express service available at the Airport for \$28.00 one way.

From/To Midway Airport:

Taxi: Taxis are available outside the baggage claim area. Fare is approximately \$30.00 (15 – 20 min).

Subway: Please contact the hotel directly for subway information.

Shuttle: Go Airport Express service available at the Airport for \$23.00 one way.

Parking:

Valet only parking at \$48.00 per day. Off site parking is nearby. Please contact the hotel for more information.

Directions:

Please visit The Marriott's web site for driving directions at www.marriott.com