

NLN 2024 Frequently Asked Questions & Answers

PRIOR TO TRAVEL:

Q: What are the current COVID-19 guidelines in Oakland?

A: Most COVID restrictions have been lifted in Oakland. However, individual businesses, restaurants, stores, and attractions determine their own operating strategies; please check with specific businesses before visiting.

For current COVID-19 Public Health Resources and Information, please visit Oakland city's website [HERE](#).

Q: How much luggage can I bring? Will I be reimbursed for additional luggage?

A: Each airline may be different, and we suggest you look at their travel policies before traveling. NLN will not reimburse you for the cost of additional baggage/weight.

Q: I booked my flight through the UCLA Travel Center. What do I show at my gate?

A: Upon successfully booking your flight, you should have received a flight itinerary with a confirmation number. Please share this information with your service agent to receive your boarding pass.

Q: What should I bring to the conference?

A: We ask that conference attendees bring any essential stationary and or devices needed for note-taking purposes.

Q: What will the weather be like in Oakland?

A: We will be welcomed with some sun while in Oakland! The average high will be 72°F with an average low of 51°F.

UPON ARRIVAL:

Q: How do I get from the airport to the Oakland Marriott City Center Hotel?

A: When you arrive at Oakland International airport, there are several means of [ground transportation](#) to get to the Oakland Marriott. We request that you **use public transportation** unless you have special requirements for traveling:

- i. [Bay Area Rapid Transit \(BART\)](#)
 1. [BART Trip Planner](#)
- ii. [Shuttles and Taxis](#)
- iii. [App-based ride shares](#)

For more information on our preferred transportation method (BART), please use our MCH-created reference guide linked [HERE](#).

Q: What time can I check into the hotel?

A: Guest accommodations will be available at 4:00 p.m. on arrival day and reserved until 11:00 a.m. on departure day.

Q: What do I say/provide upon arrival at the hotel?

A: Let the hotel staff know you have arrived for the “UCLA MCH Nutrition Leadership Network (NLN) Meeting.”

Q: I am currently breastfeeding. Will refrigeration be available for milk storage?

A: Please let us know if you need special accommodations to store your breastmilk, and we will work with the hotel staff.

THINGS TO DO:

Q: What is there to do in Oakland?

A: We have created a list of things to do and places to eat for conference attendees! You can access this list [HERE](#) or see the attachment from this email.

DURING THE 2024 NLN CONFERENCE:

Q: Will there be a check-in process when the conference begins?

A: Yes, MCH trainees will be checking in conference attendees and providing name tags for the guests.

Q: I will be presenting an abstract or poster during the conference, do I need to bring or do anything?

A: We have been collecting all received abstracts and presentations from those who would like to share their work during the conference. If you are sharing a poster, please bring the physical version with you,

Q: My colleagues back home would like to join and listen in on the conference virtually. Will there be a live streaming option?

A: Yes! We will be streaming the conference on our website [HERE](#). After the conference adjourns, the recordings, abstracts, and presentations will be available for viewing.

CHECK OUT & POST-CONFERENCE ACTIONS:

Q: I chose a single occupancy room for the duration of my stay. What is the checkout process?

A: The NLN will cover double occupancy rooms only. If you choose to stay in a single occupancy room, we will cover the first night, and upon checkout, you will be asked to pay for the second night's stay.

Q: I will be staying for an additional night(s) after the conference adjourns for the AMCHP networking lunch. What will I be responsible for?

A: We are covering AMCHP networking lunch attendees for Friday night. If you are planning to stay at the hotel any additional night, you will be responsible for any additional fees and expenses incurred at the Oakland Marriott City Center. This includes attendees that chose single and double occupancy rooms.

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Q: What is the current rooming rate at the hotel?

A: The current rooming rate for the hotel is \$219 with the addition of tax and fees.

Q: How do I submit my itemized receipts?

A: MCH trainees will be facilitating the collection process of itemized receipts during and post-conference, and more information can be found below.

REIMBURSEMENT:

PLEASE NOTE: We will only be able to reimburse expenses incurred with an **original, itemized receipt**. Credit/debit card invoices will not be accepted. For information on how to submit itemized receipts, please refer to this [DOCUMENT](#).

NOTE: *No more than \$79.00 (including taxes) is to be spent on food per day (excludes food provided at the conference).*

Q: What will I be reimbursed for by the NLN?

A: The NLN will reimburse the conference for the following items:

- Local travel to and from the airport to the hotel - public transportation is preferred in Oakland

- Train tickets
- Parking
- Meals en route to the conference
- Meals not provided by/at the hotel
 - *We kindly request that conference attendees use reasonable discretion upon selecting eating locations so as not to surpass meal reimbursement costs.*
- Mileage

Q: What will not be reimbursed by the NLN?

A: The NLN will not reimburse any expenses incurred that are not listed above. This includes, but is not limited to:

- Travel that is not to and/or from the hotel
- Alcohol
- Rewards, gift cards or points used to pay for expenses

Q: How long will it take for me to be reimbursed?

A: After the conference adjourns, all itemized receipts will be collected and sent to UCLA administration for reimbursement processing. Due to current administrative processes, reimbursement may take up to as long as 6-8 weeks.