

Frequently Asked Questions  
Information for the 2022 MHSRS  
(updated 2 August 22)

**Q. What precautions are the 2022 MHSRS meeting organizers taking for attendee health and safety?**

Our priority remains the health and well-being of our attendees. We've made several adjustments to the delivery of the 2022 event to provide an added level of comfort:

- We've added extra aisles to the exhibit hall to give attendees more space to circulate.
- We've added a third poster session to increase the spacing and number of attendees at any given time.
- We're using larger rooms for breakout sessions to allow for more room to spread out.
- We're using larger shuttles while maintaining a lower maximum capacity (i.e., 52-person shuttle with a 35-person max) to allow attendees to spread out.
- All event support contractors are vaccinated.
- Proper cleaning protocols, disinfection techniques and work practices are in place by the Gaylord Palms.
- Hand sanitizer stations will be available in public spaces, meeting room corridors, show floor areas, and food and beverage areas.

Our hope is that these adjustments will maximize the experience and safety of all MHSRS participants.

**Q. Where can I obtain the MHSRS meeting approval letter?**

The 2022 MHSRS approval letter is available through a link on the homepage of the MHSRS website

<https://mhsrs.health.mil/> (formerly: <https://mrdc.amedd.army.mil/>).

**Q. What is the vendor address I can use for the SF-182?**

62 Gertrude Place  
Asheville, NC 28801  
703.425.1186

**Q. When does meeting registration open?**

Meeting registration opened on Monday, 11 July 2022, at 1200 (noon) Eastern Standard Time (this later time was to accommodate our West Coast attendees).

**Q. Do I register for the meeting through the MHSRS website (<https://mhsrs.health.mil/>)?**

No.

The MHSRS homepage (<https://mhsrs.health.mil/> - formerly <https://mrdc.amedd.army.mil/>) will be updated with the latest meeting information. However, this is NOT the meeting registration website. Registration is managed by the MHSRS Support Contractor, The Bridge Group. Register for the 2022 MHSRS at [www.mhsrs.net](http://www.mhsrs.net). Please use this site as your “go-to” for agenda and schedule information.

**Q. What are the registration fees for 2022 MHSRS?**

A CAC card holder (Active-Duty Military and G.S./equivalent civilian) qualifies for the government rate of \$450/person. This includes 9 meals.

Also qualifying for this registration rate are Reservists and National Guard members and non-U.S. Active Duty and government civilian employees.

For industry and all others, the rate is \$650/person. This includes 9 meals.

The 9 meals are: 4 breakfasts, 4 lunches, and one dinner.

Monday – Breakfast, Lunch, Reception (Dinner)

Tuesday, Wednesday, Thursday – Breakfast and Lunch

Note: Government personnel using the Defense Travel System (DTS) should adjust their per diem in DTS for the meals provided.

**Q. How do I register for a hotel room at the Gaylord Palms Resort and Convention Center?**

To gain access to hotel room registration at the Gaylord, you must first register for the meeting at [www.mhsrs.net](http://www.mhsrs.net) and pay the registration fee. Once that is accomplished, you will receive an email with the link to register for a sleeping room.

**Q. What are the hotel room rates at the Gaylord?**

U.S. Federal Employee/Government Per Diem (Standard Room): \$96.00. Federal government employees are exempt from \$30/night resort fee and from local and state taxes if a Florida tax exemption form is provided at hotel check-in.

The \$96 rate applies to U.S. Federal employees only. You must present your government CAC card for verification. This rate does not apply to state employees or non-U.S. military and civilian government employees.

At this point, the rooms allocated for industry and others are sold out. Your confirmation letter will provide links to our overflow hotels.

All room reservations will be audited on a regular basis. Ineligible attendees booking at the government rate will be automatically switched to the \$199 standard room rate if rooms are still available. If none are available, the reservation will be cancelled.

**Q. Are there complimentary shuttles available to and from the airport and the overflow hotels?**

Complimentary shuttle transportation is provided to/from the airport to the Gaylord and the overflow hotels during meeting days.

Coming back home, the shuttle to the airport leaves from the Gaylord.

**Q. Are rental cars authorized for U.S Federal employees attending the 2022 MHSRS?**

No.

**Q. What are the cancellation policies for the meeting?**

Registrants who are unable to attend may substitute another person. Please email [MHSRS2022@anidealpartner.com](mailto:MHSRS2022@anidealpartner.com) with both your information and the substitute's information.

Cancellations received on or by 1 Sept 2022 will be refunded in full. This includes those who paid with a Token.

Any registrant who does not attend the conference or has not canceled by September 1 will be responsible for the entire registration fee. This includes those who paid with a Token.

Individuals are responsible for canceling their own hotel and travel reservations. Neither the Bridge Group nor MHSRS will be liable for hotel or travel costs for any reason.

**Q. What is the format for the poster board presenters?**

The boards accommodate posters of 4 feet by 6 feet (horizontal).

Poster presenters must bring their poster with them. The organizers will not print out the posters. In addition to bringing their poster, the presenter should upload a .pdf of their poster prior to the meeting (see how-to question below).

There is no standard template for the posters, but they should be structured as the abstract – Introduction, Materials and Materials, Results, Discussion and Conclusion.

**Q. How do I upload the .pdf of my poster?**

Sign into your account on the MHSRS website <https://mhsrs.health.mil> (formerly: <https://mrdc.amedd.army.mil>).

To upload your poster presentation, click the “Upload Presentation” button in the Actions column of the My Abstract Entries table.

Poster .pdfs can be uploaded at any time up to the start of the meeting on 12 September. If the poster judges designate a poster as eligible for an award, a .pdf of the poster must be available for review, or the poster will be disqualified from consideration.

All presenters are responsible for obtaining organization clearance prior to releasing the .pdf to the meeting coordinators.

**Q. Can I ship my poster to the Gaylord?**

Yes, but the hotel charges a fee to pick it up. The meeting organizers will not pick up your poster for you. The address is:

(Guest Name)  
(Arrival date)  
Gaylord National  
6000 W Osceola Pkwy  
Kissimmee, FL 34746

**Q. I was accepted for an oral presentation. What is the length of my presentation?**

The Planning Committee has recommended oral presentations of 15 minutes to include questions. However, this varies slightly by breakout session. See your individual session schedule for your exact speaking time. The full agenda with session times can be found on the event website at <https://www.mhsrs.net/symposium-overview>

**Q. Is there a standardized slide template for oral presentations?**

No. Use your organizational template. The slide should be wide format (16:9).

All presentations must include a Disclaimer/Conflict of Interest slide. Contact [MHSRSSpeakers@thinktbg.com](mailto:MHSRSSpeakers@thinktbg.com) for sample, if needed.

**Q. How do I know when I am speaking?**

The full agenda is posted on the event website at <https://www.mhsrs.net/symposium-overview>.

**Q. How do I upload my slide presentation?**

For a complete list of instructions to prepare for upload, please visit [www.mhsrs.net/presenter-upload-instructions](http://www.mhsrs.net/presenter-upload-instructions).

The MHSRS Support Contractor will be sending oral presenters a dedicated link for uploading their presentation slides. Please use this link to upload your presentation. Presentations should be uploaded by 2 September 2022 to ensure they are placed in the appropriate session in the appropriate speaking order.

Name your slide presentation as follows:

[SESSION DAY (3-letter abbreviation)]\_[SESSION START TIME]\_MHSRS-22-#####\_[Presenter Last name].pptx. (e.g., Wed\_1530\_MHSRS-22-01391\_Smith.pptx).

***All presenters are responsible for obtaining organization clearance prior to releasing the slides to the meeting coordinators.***