

Frequently Asked Questions
Information for the 2023 MHSRS
(as of 28 June 2023)

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

The 2023 MHSRS approval letter is available through a link on the homepage of the MHSRS website

https://mhsrs.health.mil/SiteCollectionDocuments/2023_MHSRS_Approval_Letter.pdf

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 will open at noon EST on Thursday, 6 July 2023.

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://mrhc.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. **To register for the 2023 MHSRS please go to www.mhsrs.net.** Please use this site as your “go-to” for agenda and schedule information.

We will provide a link to the registration website on the health.mil site once registration opens.

Q. What are the registration fees for 2023 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 \$700/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

One day attendance rates are available. These are: \$300 for federal government attendees. \$435 for all others.

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

Q. What is a registration token and how do I get one?

Some organizations do not allow personnel to put meeting registration fees on their individual company credit card and require these fees to go through a central purchase card holder.

As a result, we offer a registration token to those purchase card holders who are paying the registration fees for 5 or more people in their organization. For information about registration tokens, contact MHSRS2023@anidealpartner.com

Q. When does the 2023 room block at the Gaylord open?

Hotel registration is tied to conference registration. Once you register and pay through the conference website, you will be sent a confirmation as well as a link to the hotel booking site

Q. Am I able to book more than one room with MHSRS registration?

No.

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 and pay the registration fee. Once that is accomplished, you will receive a registration confirmation email, and your confirmation letter will provide the link for hotel reservations.

If you qualify for the government rate, please register using your government e-mail or you risk receiving the link to the higher priced rooms. If you are an Executive Assistant/contractor registering for your boss, please enter their government email (not yours) onto the registration form to ensure receiving the proper hotel link.

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

U.S. Federal Employee/Government Per Diem (Standard Room): \$98.00. Federal government employees are exempt from \$38/night resort fee and from local and state taxes if a Florida tax exemption form is provided at hotel check-in.

The \$98/night rate applies to U.S. Federal employees only. You must present your government CAC card or equivalent for verification. This rate does NOT apply to state employees, FFRDC or ORISE personnel, or non-U.S. military and civilian government employees.

For all other, the rate is \$229/night plus \$38/night resort fee plus taxes

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

Q. If I want a per diem room at the Gaylord at the rates noted above, do I need to register by a certain date?

Yes.

Reservations for the per diem room block at the Gaylord expire on **July 21, 2023**. Rooms at the per diem rate will not be available after that date and any unreserved per diem rooms will be released by the hotel for general sale.

Q. Are overflow hotels available?

Yes.

The Marriott Village will be offering rooms at the \$98/night rate, the lodging rate for Osceola country, the location of the Gaylord. The Marriott Village will also be charging a \$10/night resort fee; this is reimbursable for federal government attendees.

There will be a shuttle running from the airport to the Marriott Village starting on Sunday, August 13, and daily between the Marriott Village and the Gaylord Convention Center Transportation Lobby on the days of the meeting.

All shuttles returning to the airport will depart from the Gaylord Main Transportation Lobby.

Q. Are 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. All shuttles returning to the airport will depart from the Gaylord Main Transportation Lobby.

Q. Are rental cars authorized for U.S Federal employees attending the 2023 MHSRS?

No.

Q. What are the cancellation policies for the meeting?

Registrants who are unable to attend may substitute another person. Please email MHSRS2023@anidealpartner.com with both your information and the substitute's information.

Cancellations received on or by August 1st, 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 August 1st, 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. Are travel funds available to attend?

No.

There is no central funding to attend the MHSRS. All funding is local.

Q. Can I make changes (e.g., presenter, minor updates, Co-author changes, withdraw) to my accepted abstract?

Yes.

Only the original submitter of the abstract can make these changes by entering their personal portal on the MHSRS site (<https://mhsrs.health.mil/SitePages/Home.aspx>). They can be made on-line at any time. However, after July 16th, any changes will not be reflected in the printed program. They will be reflected online.

Q. Will you be publishing the accepted abstracts?

Yes.

We will be publishing those abstracts whose authors have given us permission to publish. These can be accessed at <https://mhsrs.health.mil/SitePages/Home.aspx>

Q. Are the breakout session slide presentations and the poster pdfs loaded onto the same website?

No.

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

Sign into your account on the MHSRS website <https://mhsrs.health.mil> (formerly: <https://mrhc.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 14 August. 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. Is there a deadline to upload the pdf of my poster?

No, but please load before you travel to the 2023 MHSRS.

Q. How do I upload my slide presentation?

For a complete list of instructions to prepare for upload, as well as the dedicated link to upload your PPT, please visit <https://www.mhsrs.net/session-guidelines>.

Presentations should be uploaded by **July 14** to ensure there is enough time for the CE provider to review all slide presentations for determining CE eligibility.

Name your slide presentation as follows:

[SESSION DAY (3-letter abbreviation)]_[SESSION START TIME]_MHSRS-23-#####_[Presenter Last name].pptx.

e.g., Wed_1530_MHSRS-23-01391_Smith.pptx

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

Q. Are continuing education credits (CE) available?

CE is not offered for the poster sessions.

Our goal is to offer CE credit for abstracts accepted for an oral presentation in these categories: physicians, nurse, and psychologists.

However, the decision to offer CE credit is made by the CE provider after a manual review of all the COIs and the slide presentations. If a conflict is identified for a particular presentation, then that talk is not approved for CE credit. If one talk in a breakout session is not approved for CE credit, then the entire session is not approved.

A list of CE approved and not approved breakout sessions will not be available until the actual meeting and is dependent on speakers getting their slides in early.

Q. How do I apply for CE credits after the meeting?

Upon completion, you will be provided a code to use at www.cmeuniversity.com. Once you login, you'll enter the code, chose your credit, and complete the online assessment. You'll receive an immediate certificate for download/print when you've completed the assessment.

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. 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 Palms Resort & Convention Center

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, some moderator opted for alternate speaking times. As a result, the speaking time varies by breakout session.** See your individual session schedule for your exact speaking time. The full agenda with session times will be posted on the event website at <https://www.mhsrs.net/symposium-overview> when available.

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 for sample, if needed.

Q. What is the attire for the 2023 MHSRS?

Army

- Active Duty Presenters: Army Service Uniform or Army Green Service Uniform (Class A equivalent)
- Active Duty Non-presenters: Army Service Uniform or Army Green Service Uniform (Class B equivalent)
- Civilian Presenters: Suit coat and tie for men; equivalent for women
- Civilian Non-Presenters: Dress & slacks & shirt for men; equivalent for women

Navy/Marine Corps

- Active Duty Presenters:
 - USN: Summer Whites
 - USMC: Class "C"
- Active Duty Non-Presenters:
 - USN: Summer Whites
 - USMC: Class "C"
- Civilian Presenters: Suit coat and tie for men; equivalent for women
- Civilian Non-Presenters: Dress & slacks & shirt for men; equivalent for women

Air Force

- Active Duty Presenters: Service dress
- Active Duty Non-Presenters: Blues
- Civilian Presenters: Suit coat and tie for men; equivalent for women
- Civilian Non-Presenters: Dress slacks & shirt for men; equivalent for women

Public Health Service

- Active Duty Presenters: Dress Blues
- Active Duty Non-presenters: Khakis (summer wear)

The wear of the BDU is not acceptable at the 2023 MHSRS

Q. How do I know when I am speaking?

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

Q. I would like to exhibit at the meeting. Who do I contact?

To exhibit at the MHSRS, you must first complete an [exhibit space application](#). You'll receive an exhibiting contract once you're approved by USAMRDC. If you need assistance, please contact Keith Biersner at keith.biersner@thinktbg.com.

Q. What are the MHSRS exhibit booth rates for 2023?

Government/Military: \$5,075 per 10' x 10'

- Includes two complimentary full conference badges
- Additional badges may be purchased for \$450 or \$150 for a one-day badge

Non-Government/Industry: \$5,575 per 10' x 10'

- Includes two complimentary full conference badges
- Additional badges may be purchased for \$700 or \$350 for a one-day badge

Q. What is included in the exhibit booth fees?

Each booth includes:

- Carpet, 8' backwall drape, 3' side-rail drape, 6' skirted table, two chairs, booth ID sign
- Your company logo, address, company description, and product categories included on the online floor plan and in the mobile app
- Inclusion in the 2023 MHSRS Program Book (if committed by Friday, July 7)
- Complimentary marketing resources

Note: Exhibit fees do NOT include freight handling, electrical service, and other ancillary booth services.

Q. Will there be a 2023 MHSRS Supplement to Military Medicine?

Yes. The intent to submit email to all submitters of accepted abstracts will be going out after registration opens.