

**2024 MHSRS Call for Abstracts
Frequently Asked Questions (as of 1 Jun 24)**

Q. What are the dates and location for the 2024 MHSRS?

The TENTATIVE dates and location for the 2024 MHSRS: 26-29 August 2024 at the Gaylord Palms Resort and Convention Center, Kissimmee FL.

Q. Are travel funds available to attend?

No.

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

All speakers/speaker organizations are responsible for covering meeting costs to include travel, hotel, and registration.

Q. Are rental cars authorized for U.S Federal employees attending the 2024 MHSRS?

No.

Shuttles to and from the airport and to and from overflow hotels to the Gaylord are provided.

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

The 2024 MHSRS approval letter is available through a link on the homepage of the MHSRS website https://mhsrs.health.mil/SiteCollectionDocuments/2024_MHSRS_Approval_Letter.pdf

Q. What is the vendor address for the SF-182?

The Bridge Group, LLC
62-1/2 Gertrude Place
Asheville, NC 28801
703.425.1186

GSA: GS07F0185V
TIN: 54-2015405
UEI: FW69LSBNV8S3
CAGE: 1VCN3
NAICS: 561920
SBA: P0413769

Q. What are the meeting registration fees for 2023 MHSRS?

There are two rates:

- \$450 per person - Active-Duty Military and G.S./equivalent civilian. This fee includes 9 meals. One day registrations for \$300 are also available. Also qualifying for this registration rate are Reservists and National Guard members and non-U.S. Active Duty and non-U.S. government civilian employees with the appropriate identification.
- \$750 per person – All others. This includes 9 meals. One day registrations are also available. The fee is \$450.

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. When does registration for the 2024 MHSRS open?

Meeting registration will open in early July. We will send out a mass message with the exact date when it is finalized. Please do not contact us asking about the opening of registration.

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

No.

The MHSRS homepage is NOT the meeting registration website. Registration is managed by the MHSRS Support Contractor, The Bridge Group. To register for the 2024 MHSRS please go to www.mhsrs.net.

However, information on meeting registration will be posted on the MHSRS website and a mass message will be released before registration opens.

Q. Last year, I tried to register for the meeting using my Government Travel Charge Card (GTCC) and the charge was denied. What should I do for 2024?

In 2022 and 2023, there were issues with the CITI card accepting the meeting’s vendor code for those registering using their GTCC. To avoid registration issues this year, please contact your credit card manager now to ensure that your card does not have a block on merchant code 7399 (Business Services) before registration opens. The link for hotel registration is sent only after the meeting registration fee is paid. Avoid delays in getting a hotel room by being proactive in addressing this matter as soon as possible.

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 GTCC or company credit card and require these fees to go through a central purchase card holder (GPC). 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 MHSRS2024@anidealpartner.com.

Q. I am a contractor registering my boss, who is a federal government employee, for the meeting. The registration site (www.mhsrs.net) asks me to pick a CAC design to verify my status. Do I pick my CAC?

No.

Pick the CAC design of the person you are registering for. In this case, it would be your boss's government CAC. In doing this, you ensure that the correct room reservation link is sent to your boss.

Q. What are the hotel room rates at the Gaylord for MHSRS 2024?

U.S. Federal Employee/Government Per Diem (Standard Room): \$107.00. Federal government employees are exempt from nightly resort fee and from local and state taxes if a Florida tax exemption form is provided at hotel check-in.

The \$107/night rate applies to U.S. Federal government employees only. You must present your government CAC card, PIV card, or equivalent, at the hotel registration desk for verification. This rate does NOT apply to state employees, FFRDC or ORISE personnel, or to non-U.S. military and civilian government employees.

For all others, the rate is not available at this time and will be published after hotel contract negotiations are concluded.

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. Are overflow hotels available?

Yes.

Information on overflow hotels will be published when available.

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

Yes

There will be a daily complimentary shuttle running from the airport to the Gaylord and the overflow hotels. All shuttles returning to the airport will depart from the Gaylord Main Transportation Lobby.

There will be a daily complimentary shuttle running from the overflow hotels to the Gaylord. Schedules will be published when available.

Q. Have the abstract notifications been released?

Yes. Letters were released on 29 May 2024.

Abstract notification letters (accepted, not accepted) are sent to the abstract submitter and the presentation author. If you have not received your 2024 abstract notification, check your junk box first and then contact usarmy.detrick.medcom-usamrmc.mbx.mhsrs-info@health.mil.

Q. I was selected for an oral presentation at a breakout session. How do I find out the date and time of my session?

Refer to your notification letter for the name of the breakout session under which your abstract was selected and the date and time of this session. The dates and times of all 2024 Breakout Sessions can be accessed through the homepage of MHSRS website.

Q. I was selected for an oral presentation at a breakout session, but I cannot attend. Can I send a substitute presenter?

Yes, if you were selected for an oral presentation at a breakout session or at the Scientific Plenary

No, if you were selected for the Young Investigator Competition. No substitutions are allowed in this category.

If you will be unable to attend and will have a substitute presenter (1) make the change on the MHSRS website (<https://mhsrs.health.mil/SitePages/Home.aspx>) and (2) send an email to usarmy.detrick.medcom-usamrmc.mbx.mhsrs-info@health.mil with your MHSRS abstract number, the new presenter's full name and terminal degree, and a signed Conflict of Interest (COI) form from the new presenter. This form can be downloaded from: <https://mhsrs.health.mil/SiteCollectionDocuments/Disclosure-Form.pdf>

Q. Do substitute presenters need to submit a COI form?

Yes.

See answer to question above.

Q. Is there a specific length for my oral presentation?

Yes.

The standard presentation time is 15 minutes to include questions. Individual presentation times (e.g., 1300 – 1315) are not available at this time.

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. I was selected for a poster presentation. How do I find out the date and time of my session?

Refer to your notification letter for the name of the breakout session under which your poster session was selected, which Poster Session (1, 2, or 3) it will be presented at, and the date and time of that poster session. The list of breakout session topics per poster session can be accessed through the homepage of the MHSRS website. Poster board numbers are not available at this time.

Q. I was selected for a poster presentation. Do I need to register? Is there a discount?

Yes.

You need to register and pay the published fee. There is no discount for poster presenters or students.

Q. What size should my poster be?

The maximum poster size is 4 feet tall by 6 feet wide.

Poster presenters must bring their poster with them. The organizers will not print out the posters. There is no standard template for the posters, but they should be structured as – Introduction, Materials and Materials, Results, Discussion and Conclusion.

R. I was selected for a poster presentation. 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. What is my responsibility for organizational clearances for my presentation?

Attendees are responsible for obtaining all required organization clearances (e.g., Public Affairs or Operational Security) for their oral presentation slides or posters. DoD attendees: All information must be formally cleared for public disclosure.

Q. Will there be a 2024 MHSRS Supplement to Military Medicine?

Yes.

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

Q. Is it possible to make edits to my accepted abstract after the notification letter is received?

Yes.

The system is open to make changes to your accepted abstract. 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>). Changes include minor text changes, change of presenter, adding a disclaimer, presenter name change, abstract withdrawal.

Q. Will you be publishing the accepted abstracts on the MHSRS website?

Yes.

We will be publishing abstracts whose authors have given us permission to publish. These can be accessed at <https://mhsrs.health.mil/SitePages/Home.aspx> approximately 3-4 weeks after the notification letters are released.

Q. I want to apply to be an exhibitor at the 2024 MHSRS. Who do I contact?

Contact the meeting support contractor's sales team at sales@mhsrs.net

Q. What is the process for becoming an exhibitor?

- Contact the sales team for an application.
- Complete the application and submit to the sales team.
- After the application is reviewed, the sales team will contact you to sign a contract for your booth space for the size desired. Booth locations will be assigned in priority order. When assigning booth locations, the sales team gives priority to being a past exhibitor and the date the contract was signed.
- After the contract is signed and the invoice paid, register your exhibit personnel individually once registration opens. Note: The link to register for a hotel room is provided when registration is complete.
- The sales team will contact you with your booth location for MHSRS 2024.

Q. What are the MHSRS exhibit booth rates for 2024?

The basic booth size is 10 ft by 10 ft.

Rate for Government/Military: \$4,175 for the basic booth

- Symposium registration fees are not included in this price.

Non-Government/Industry: \$4,375 for the basic booth

- Symposium registration fees are not included in this price.

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

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

Q. Are exhibit hall personnel registration fees including in the exhibit booth fees?

No.

New for 2024 – To offer more flexibility to our exhibitors, registration is no longer included as part of the booth fees. All exhibit hall personnel will register for the meeting and pay individually on the MHSRS registration website.

Exhibitor meeting registration fees are:

- U.S. Federal government exhibitors:
 - Full registration - \$450 per person. This fee includes 9 meals.
 - One day registration - \$300. This fee includes 2 meals (breakfast and lunch)
- All other exhibitors:
 - Full registration - \$750 per person. This fee includes 9 meals.
 - One day registration - \$450. This fee includes 2 meals (breakfast and lunch)