

106 Essentials: Honolulu, HI – June 12-13, 2018

“The Section 106 Essentials” course will be held on Tuesday and Wednesday, June 12-13, 2018

Registration: Payment may be made by on-line credit card registration or by check or SF 182. Go to: <http://www.achp.gov/106essentials.html> to register.

Course Location and Accommodations: The course is being held at Doubletree By Hilton Alana – Waikiki Beach, 1956 Ala Moana Blvd, Honolulu. (<http://doubletree3.hilton.com/en/hotels/hawaii/doubletree-by-hilton-hotel-alana-waikiki-beach-HNLKADT/index.html>) A block of rooms has been secured for attendees for Monday - Thursday, June 11-14, at the government rate of \$177.00 for a single occupancy plus applicable state and local taxes. It is recommended that you make your reservations early, as the rooms may sell out. To insure the group rate, individuals should make reservations on-line at: http://doubletree.hilton.com/en/dt/groups/personalized/H/HNLKADT-ACH-20180611/index.jhtml?WT.mc_id=POG

Due date for reservations is Friday, May 11. Reservations made after that date will be accepted on a space available basis at whatever rate is available at the time of the reservation.

Hotel and Local Information: DoubleTree by Hilton Hotel Alana - Waikiki Beach is situated on the edge of Waikiki and is within walking distance of Ala Moana Center and the Royal Hawaiian Center – both offering world class shopping and dining experiences. The widest stretch Waikiki Beach is a short 10 minute walk away, as is Duke Kahanamoku Lagoon and the Ala Moana Beach Park.

Traveling to Honolulu: Honolulu International Airport (<http://airports.hawaii.gov/hnl/>) – 8 miles from hotel

Airport Ground Transportation:

From the airport to the hotel - Super Shuttle 15.00; Taxi 35.00

SpeediShuttle provides convenient transportation to and from Honolulu International Airport

<http://www.speedishuttle.com/res?GROUPID=DTH46302&cid=OH,DT,hnlka,BookYourAirportShuttleLRRmaps>

Parking at Hotel: Valet parking only - \$35

Registration: Registration will be located outside the conference room on Tuesday at 8:00 a.m. Plan to stop by the registration desk to check in and to pick up your course notebook and other course materials.

Schedule: *The 106 Essentials* runs from 8:30 a.m. to approximately 4:30 p.m. Short breaks will be given in the morning and afternoon with a longer break for lunch.

Meals: Light morning fare and an afternoon snack are provided. The cost of this food is included in your registration fee. All other meals are on your own.

Attire for Training Course: Attire for the course is casual. Also, please keep in mind that hotel meeting rooms tend to be cool, so plan to bring a sweater or jacket.

Cancellations: Registrants who cancel at least 14 days prior to the start of the course will receive a full refund minus a 15% processing fee. No refunds will be given for cancellations made fewer than 14 days before the start of the course; however, substitutions may be made at no cost up until three days before the course begins. All cancellations must be made in writing.

Questions: If you have any questions about logistics or the course, please contact training@achp.gov or 202-517-0202.

We have a great training course planned for you and look forward to seeing you there!