

## *Instructions to the Traveler*

St. Louis Resource Center  
VA Medical Center (14B-JB)  
#1 Jefferson Barracks Drive  
St. Louis, MO 63125

- 
- Conference Title** New Strategies for the Treatment and Supportive Care of Veterans with Hepatitis C
- TRACE Project No.** 02.ST.HCV.C.A
- Location** The Palace Hotel  
2 New Montgomery  
San Francisco, CA 94105-3402  
*Phone:* (415) 512-1111  
*FAX:* (415) 543-0671
- Registration Hours** Wednesday, January 16, 2002 from 5:00 p.m. – 8:00 p.m.  
LOCATION: Registry Foyer  
Late Registration: Thursday, January 17, 2002 from 7:30 a.m. – 8:00 a.m.
- Conference Begins** Thursday, January 17, 2002 at 8:00 a.m.
- Conference Ends** Friday, January 18, 2002 at 12:00 noon
- Travel Information:**
1. Your travel clerk will need to prepare your travel authority (SF 3036).
  2. Obtain your travel authority (SF 3036) and advance of funds.
  3. Obtain a traveler's itinerary worksheet from your travel clerk.
  4. Make airline reservations.
  5. Please **do not** schedule your return flight home less than two hours following the conclusion of the program.
  6. Guarantee your hotel reservations by **December 14, 2001**.
- Funding** Your facility is responsible for funding your attendance at this conference. Please contact your travel clerk.
- Lodging:** Sleeping rooms have been blocked under the Department of Veterans Affairs – Hepatitis C at the “The Palace Hotel, 2 New Montgomery, San Francisco, CA 94105,” to arrive on Wednesday, January 16, 2002 and depart on Friday, January 18, 2002. **Please call the hotel at (415) 512-1111 to make and guarantee your reservation BY FRIDAY, December 14, 2001.** Reservations received after the cutoff date will be accepted upon availability. When calling the hotel, please identify yourself as being with the “**Department of Veterans Affairs-Hepatitis C**” to receive the group rate. **PLEASE NOTE: If you will not be able to get a flight out of the San Francisco area on Friday, there are 40 sleeping rooms blocked on Friday, January 18, 2002 for this purpose. Please inform the Reservations Department of your departure date when you guarantee your sleeping room.** In order to secure your reservation, a major credit card number or one night's deposit is required. All credit cards used to prepay will be **charged immediately**. Single room rate is **\$159.00** (San Francisco County), plus a 14.045% occupancy tax. In order to waive the tax, you will be required to fill out a tax-exempt form at check-in and you **must** either pay with a government credit card or a government check.

**Lodging (Con't):** **PLEASE NOTE:** Due to the new Federal Travel Regulations (Chapter 301, Appendix A) the lodging rate for the San Francisco (San Francisco County) area is \$159.00. **You could be charged taxes on your room, but you can claim and will be reimbursed for the taxes on your Employee Travel Claim under miscellaneous expense.**

**Please note that you must cancel your reservation AT LEAST 72 HOURS prior to arrival or your credit card will be billed and you will be responsible for those charges.** Check-in is after 3:00 p.m. and check-out is at 12:00 noon. **Since the meeting rooms are cold at times, you may wish to bring a sweater or jacket.**

**Parking:** Valet parking is available and the Palace Garage is conveniently located across the street from the main entrance of the hotel. Cost is approximately \$30.00 a day with unlimited in and out privileges.

**Hotel Information:** In stunning architecture as well as exemplary service, the one in San Francisco has been the Palace Hotel. Since 1875, sophisticated travelers from around the world have called the Palace home. The hotel has played host to kings and queens, Presidents and dignitaries. Important social and political affairs of San Francisco have taken place in the Palace's historic ballrooms and Garden Court.

[www.sfpalace.com](http://www.sfpalace.com)

**Guest Room Amenities:**

The guest rooms feature individually controlled air conditioning and heating units, safe deposit boxes, refrigerators and hook-ups for personal computers and facsimile machines, cable television, Web-TV, video check-out, in-room movies, AM/FM clock radios with alarms and telephones with custom message, conference call, voice mail and call waiting features. Each bathroom features marble vanity, tiled flooring, hair dryer, magnifying mirror, telephone and deluxe amenities.

**Restaurants:**

**Garden Court** – This world famous restaurant provides an elegant setting for breakfast, lunch, Saturday afternoon tea or Sunday brunch.

**Maxfield's Restaurant** – Lunch is served Monday through Friday, and Dinner daily. [www.maxfields-restaurant.com](http://www.maxfields-restaurant.com)

**Kyo-ya** – Open for lunch Tuesday-Friday and dinner Tuesday through Saturday. [www.kyo-ya-restaurant.com](http://www.kyo-ya-restaurant.com)

**Pied Piper Bar** – The Pied Piper provides a rich clubby atmosphere and the perfect place to unwind. Open daily.

**Ground Transportation:** **Transportation to/from the Airport:**  
**Super Shuttle Service** – Transportation to/from the Airport can be obtained by Super Shuttle (blue colored mini-vans) at approximately \$12 one way. This service is located outside the baggage claim area and stops at other hotels.  
**Taxi Service** – Taxi service is also available at the ground transportation area for a cost of approximately \$35.00 one way.

**Conference Questions** Cheri Phillips  
Lead Project Support Assistant  
Employee Education System  
St. Louis, MO  
(314) 894-6648 x3822

Linda Truman  
Project Manager  
Employee Education System  
St. Louis, MO  
(314) 894-6648 x3048