



Frequently Asked Questions: Defense Employee and Labor Relations Symposium Update 2: 27 March 2024

*******Changes are indicated by the Bold Italics text*******

1. Where will DELRS be held in 2024?
 - a. NCED Conference Center and Hotel, 2801 East State Hwy 9, Norman, Oklahoma 73071. Additional information regarding the NCED facilities and amenities may be found at <https://www.cc.nced.com/>.
2. What are the dates of the event?
 - a. Tuesday, April 30th; Wednesday, May 1st; Thursday, May 2nd
 - b. It is recommended that you arrive at the NCED Hotel and Conference Center on Monday, April 29th and travel home on Friday, May 3rd. If you are planning to arrive or depart NCED on days other than Monday and Friday, please let us know by visiting: <https://forms.osi.apps.mil/r/azNp7hSaBa>.
3. What time does the event start and end each day?
 - a. We are currently scheduled to start opening remarks each day at 0800 local time. We should conclude each day by 1630 local time. However, we have a social scheduled for Tuesday night and a Fireside Chat on Wednesday night.
4. Which airport should I fly into?
 - a. It is recommended that you fly into the Will Rogers World Airport, 7100 Terminal Dr, Oklahoma City, OK.

5. What should I expect to be charged by the NCED Hotel and Conference Center?

	Monday	Tuesday	Wednesday	Thursday
Room	\$107.00	\$107.00	\$107.00	\$107.00
Room Tax	\$8.56	\$8.56	\$8.56	\$8.56
Meals		\$59.00	\$59.00	\$59.00

****Note:** The registration information discussed a \$40.00 per night conference fee. That fee is being paid by DCPAS and will not be charged to individual attendees.

6. ***Will I be charged for meals on travel days?***
 - a. ***The NCED Hotel and Conference Center should NOT charge you for meals on travel days. If you eat at the facility, you will need to pay the cashier for your meal.***



7. Am I required to stay at the NCED Hotel and Conference Center?
 - a. Yes, individuals selected to attend as non-local attendees are required to stay at the NCED Hotel and Conference Center.
 - b. Please do not make reservations at NCED or contact NCED prior to arrival to confirm your hotel reservation. DCPAS coordinates reservations for attendees directly with NCED.
 - c. Non-local attendees should **NOT** have a hotel reservation on their travel orders. If using DTS, the system will flag that the traveler does not have a reservation during the pre-audit. Travelers should select 'L7 Conference or Event' and enter the following justification: *Lodging is required and secured at the NCED Hotel and Conference Center for the Defense Employee and Labor Relations Symposium at the NCED Hotel and Conference Center, 2801 East State Hwy 9, Norman, Oklahoma 73071.*

8. ***Is there a shuttle to/from the airport?***
 - a. ***The NCED Hotel and Conference Center is offering a shuttle service for event attendees. Individuals are required to complete the transportation request at least 48 hours in advance. Please submit your request at <https://ncedtransport.questionpro.com/>.***

9. Will there be a registration table for DELRS?
 - a. Yes, there will be DELRS registration tables, and you are required to check-in at the registration table associated with your last name.
 - b. The registration tables will be located in the hotel lobby. A map of the facility can be located at <https://www.cc.nced.com/meetings-events>.
 - c. Registration tables will be open on Monday, April 29th from **1300 through 1700**. Registration tables will reopen on Tuesday at 0600 and remain open until the event starts at 0800. If you are unable to register during the allotted timeframes, please notify an attendant at the informational tables for the event.

10. Am I required to eat onsite?
 - a. You are not required to eat onsite at the NCED Hotel and Conference Center. However, NCED will automatically charge you for your full meal per diem for meals on Tuesday, Wednesday, and Thursday when you checkout, regardless of whether you dined at 3 Squares Eatery or elsewhere. Therefore, if you choose to eat offsite, you do so at your own expense.

11. Is NCED Hotel and Conference Center able to accommodate my dietary restrictions?
 - a. DCPAS has been assured that most dietary restrictions can be accommodated. ***There will be several different stations and options to select from and each will be labeled with food ingredients and allergens.*** If you would like to notify the NCED Hotel and Conference Center of your dietary restrictions, please visit <https://forms.osi.apps.mil/r/azNp7hSaBa>.



12. How will I pay for my meals?

- a. The NCED Hotel and Conference Center will charge your government travel credit card for your meals when you check out. When you submit your travel voucher, you will need to adjust the split disbursement amount to ensure that your per diem entitlement is sent to your government travel credit card for the applicable days. If you are departing the evening of Thursday, May 2nd, NCED will adjust your per diem charges that day to reflect the last day of travel rate. If you are departing on Thursday, May 2nd, please notify us at <https://forms.osi.apps.mil/r/azNp7hSaBa>.

13. What do I need to do if I can no longer attend?

- a. You should contact the POC identified in your selection notification email.
 - Army – Ms. Megan Saari [megan.e.saari.civ@army.mil]
 - Navy – Ms. Lindsey Floyd [lindsey.j.floyd.civ@us.navy.mil]
 - Air Force – Ms. Tristin Pilat [tristin.pilat@us.af.mil]
 - Everyone Else – DCPAS [dodhra.mc-alex.dcpas.mbx.hrops-lerd-trng@mail.mil]

14. Will attendees be provided a printed copy of the materials?

- a. No, this is a paperless event. Attendees should bring any printed materials they desire.
- b. *Materials are expected to be provided by 15 April 2024.***