69th Annual Statewide Training Conference
Theme: The Voice of Texas Veterans

What You Need to Know

Conference Registration

- All attendees must register for the conference. You may register
  - By visiting the TVC website, and registering from the Annual Conference Page,
  - By clicking here to access the registration site, or
  - By entering http://tvc.texas.gov/registration.aspx into your web browser address field
- Program Directors and Managers will submit a list of those authorized/required to attend the conference. **If you are unsure as to whether you should or are authorized to attend, contact your supervisor prior to registering.**
- Conference Timeline
  - Travel day is Monday, September 5 for TVC employees.
  - The conference begins at 8 a.m. on Tuesday, September 6 and concludes at noon on Friday, September 9.
  - Some programs may have meetings prior to the official start date, or may conclude prior to the official conclusion date. Those requirements will be communicated to specific attendees by program leadership.
- Conference Check-in
  - Upon arrival to the Hyatt Regency, check in with the TVC conference staff.
  - Check-in desks will be located on Ballroom Level (2nd Floor) of the Hyatt Regency.
  - Check-in should be completed prior to the start of conference events.

Hotel Accommodations

- All reservations for authorized attendees will be managed by TVC Fall Conference Staff. **Do not contact the hotel directly to make guest room reservations.**
- Program Directors and Managers will submit a list of those authorized hotel rooms.
  - Program staff will collect information regarding arrival and departure dates and special requests or accommodations.
  - Specific requests are available in limited quantities (e.g. king size beds). TVC will make every effort to accommodate requests, but cannot make guarantees.
  - A limited number of ADA accessible rooms are available. If you require an ADA room, ensure you notify your program of this need, *and* make the same notation on the conference registration website (see registration information above).
- Refrigerators are available in each guest room. Microwaves are not available in guest rooms.
- Complimentary wi-fi internet is available in all guest rooms and common areas of the hotel.
- Room rate information (for TVC travel authorization forms and VCSO planning): $115 per night, plus 10.75% city tax and 6% sales tax.
- Self-parking is available in the parking garage directly across from the Hyatt Regency.
  - Self-parking is not available on the first two floors of the garage; this space is reserved for valet parking.
  - Self-parking is available for authorized conference attendees and will be direct-billed to TVC.
  - TVC will not reimburse nor pay for valet parking.
  - There is limited parking on the remaining floors of the garage; carpooling to the conference is encouraged.
- Airport shuttle service is available through the Hyatt Regency. You may make reservations on line through their website: http://sanantonio.regency.hyatt.com/en/hotel/our-hotel/travel-tips.html.
- Per diem and travel costs are authorized only for approved travel days and conference dates (Sept 5 – Sept 9).
  - Hotel reservations for weekend travel prior to or following the conference must be arranged directly with the hotel. You may required to move rooms to accommodate personal travel with rooming requirements associated with the conference room block.
  - Government rates may not be available for weekend travel prior to and following conference dates. You should be prepared to pay prevailing hotel rates on those days.
- An informational fact sheet is attached providing general information about the hotel and local area.

Dress Code of Attendees

- Opening Session – Business Attire (Coat & Tie/Skirts, Dresses, Slacks)
- Training Sessions – Business Casual (TVC Shirts encouraged)