



To: Regional CGIC Multisite Training Participants  
From: National Resource & Technical Assistance Center for Improving Investigations  
Re: **Logistics** for Multi-Site Training on June 25-26 in Miami FL

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Dear Colleagues:

We look forward to seeing you at the Regional Crime Gun Intelligence Center Multi-site Training, hosted by the National Resource and Technical Assistance Center for Improving Law Enforcement Investigations (NRTAC), a BJA-funded project supporting the Local Law Enforcement Crime Gun Intelligence (CGIC) Integration Initiative. The event is hosted in collaboration with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). Below are important logistical details related to training travel and lodging. Please review carefully as some details may have changed.

### **Meeting Details**

**Location:** Miami Police Department  
400 NW 2nd Avenue, Miami, Florida 33128

**Date and Time:** June 25, 2024 – 8:30 AM to 5:10 PM  
June 26, 2024 – 9:00 AM to 5:00 PM  
*\*Check-in will begin at least 45 minutes before the start of each day\**

**Attire:** Business Casual

**Breakfast:** The Miami Police Department is kindly providing breakfast and coffee during check-in on both days of the event. (Federal funds are not being used to purchase any items)

**Transportation:** The Miami Police Department has secured trolley buses to transport participants to and from the hotel and MPD. They will also use these trolleys to take participants to different areas of the city for lunch (on your own). Please see the list of restaurants for more details on the lunch locations.  
Trolleys will be departing the hotel on 6/25 at 7:30am  
Trolleys will be departing the hotel on 6/26 at 8:00am

\*If you encounter any issues with the Trolley service, call or text Sarah Vanselow at (571) 562-1589



### **Early Check-In**

The National Policing Institute staff will be located at a table in the hotel lobby on **Monday, June 24th, from 4:00-6:00pm** to allow for participants to check in early for the event. This will allow participants to be able to enter the MPD space immediately upon arrival.

### **Networking Event**

The Miami Police Department has secured a venue to host an after-hours networking event on **June 25<sup>th</sup>** for all participants who are interested in attending. MPD is providing a catered dinner and there will be a cash bar available for participants. *(No federal funds are being used to purchase food)*

Location: City Cigar Lounge  
41 NW 2<sup>nd</sup> St, Miami, FL 33128  
*9 min walk from the meeting space*  
*13 min walk from the hotel*  
Trolleys will be available for transportation

Time: June 25<sup>th</sup> between 6:00 – 10:00 PM; Dinner will be served at 7:00 PM

Details: Happy Hour specials will be extended through this time & law enforcement will receive 10% off cigars

### **Alternate Transportation Options to the Miami Police Department from the Hotel**

Via Cab System/Uber/Lyft

Distance: Approximately 1 mi / 6 min drive

Estimated Cost: \$15

Via Public Transportation

Distance: Approximately 15 min

*3 min walk from Hotel to Knight Center Metromover Station*

*Take the Inner Loop toward Government Center for 3 stops*

*Exit at Wilkie D Ferguson Jr Metromover Station*

*6 min walk from Station to Miami Police Department*

### **Hotel**

We have reserved a room block at the **Hyatt Regency Miami**. For local/non-federal participants, travel costs should be reimbursed through your grant using funds allocated to the “travel” portion of the budget. A credit card may be required at check-in for incidentals.

*ATF/federal participants should follow federal government and department lodging policies and guidelines.* Lodging questions should be directed to the ATF Training Coordinator.



Check-in: 4:00 PM  
Check-out: 11:00 AM  
Address: 400 SE 2nd Avenue, Miami FL 33131  
Phone: 305-358-1234  
Parking: Valet Parking: \$53 USD daily

**Transportation from the Miami International Airport (MIA) to the Hotel**

Via Cab System/Uber/Lyft  
Distance: Approximately 9mi  
Estimated Cost: \$30

\* Be advised, rental cars are not an allowable expense.

**Reimbursements**

The Government Per Diem Rate for meals for Miami is **\$69.00**. However, the government will only reimburse up to 75% of the Meals/Incidental Expenses rate on actual travel days. Therefore, the maximum amount allowable for the first and last day of travel to Miami is **\$51.75**.

- Travel days: 6/24 & 6/27
- Onsite days: 6/25 & 6/26

\*Be advised, participants are required to deduct any meals from their per diem rate that are provided at no cost to them. Please see the [GSA Website](#) for more information.

Other items that can be reimbursed include travel to the training (i.e., ground transportation, parking, etc.), baggage fees (1 bag only), and mileage. Mileage to and from the airport/site location is reimbursable at 0.67 cents/mile.

**Key Contact Information**

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