

To: Regional CGIC Multisite Training Participants
From: National Resource & Technical Assistance Center for Improving Investigations
Re: **Logistics** for Multisite Training on August 16-17 in Indianapolis IN

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.

Meeting Details

Location: **Embassy Suites**
By Hilton Indianapolis Downtown
110 W Washington St., Indianapolis IN 46204

Date and Time: August 16, 2022 – 8:30 AM to 4:30 PM
August 17, 2022 – 9:00 AM to 4:30 PM

Attire: Business Casual

Hotel

We have reserved a room block at the **Embassy Suites by Hilton Indianapolis Downtown**. For *local/non-federal* participants only, travel costs should be reimbursed through your grant using funds allocated to “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 Sarah Mauricio, ATF Project Liaison (see contact information below).

Confirmation of your participation in the training is required by **July 1** in order to ensure room availability by **July 25**.

Booking Information:**Group Cutoff Date: July 25, 2022**

Hotel Rate: \$127 (Government rate), complimentary breakfast and evening reception included

Room Block: [Reserve here](#)

Dates: Aug. 15 (check-in)---Aug. 17/18 (check out)

- For FY20 grantees, please make sure you click “edit stay” at the top of the page and select your checkout on August 17th.

Hotel Information:

Check-in: 4:00 PM

Check-out: 12:00 PM

Address: 110 West Washington St., Indianapolis IN 46204

Phone: 317-236-1800

Parking: Self-Parking \$28 USD daily

Website: <https://www.hilton.com/en/hotels/indwwes-embassy-suites-indianapolis-downtown/>

Transportation

For local/non-federal participants, please secure your flight and hotel arrangements individually and follow grant reimbursement processes through your individual agencies.

For ATF/federal participants, you should follow federal government and department travel policies and guidelines as it relates to booking travel. Any questions related to travel should be directed to Sarah Mauricio (ATF Liaison).

Transportation from the Indianapolis International Airport to the hotel**Via Cab System**

Distance: Approximately 12mi

Lyft/UberX: \$25.00 (Est.)

Reimbursements

The Government Per Diem Rate for meals for Indianapolis 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 Indianapolis is \$51.75.

- FY20 Grantees (8/15-8/17): Albuquerque, Henderson, Toledo, New Haven, Miami, Palm Beach County, Chattanooga, Myrtle Beach
 - Travel days: 8/15 & 8/17
 - Onsite day: 8/16
- FY21 Grantees & Guest Site (8/15-8/18): Louisville, Paterson, Cincinnati, Fort Lauderdale, Charlotte, Cuyahoga County, Davenport
 - Travel days: 8/15 & 8/18
 - Onsite days: 8/16 & 8/17

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 62.5 cents/mile.

Shuttle to Indiana Crime Guns Task Force (Tuesday, August 16th)

- Thank you to the *Central Indiana Police Foundation* for providing transportation

- **First Tour Sites:** Charlotte, Fort Lauderdale, Miami, Palm Beach County, Myrtle Beach, Henderson, Paterson, New Haven
 - Departs Embassy Suites at 1:30pm
 - Arrives ICGTF at 2:00pm
 - Departs ICGTF at 3:00pm
 - Arrives Embassy Suites at 3:30pm

- **Second Tour Sites:** Louisville, Chattanooga, Cincinnati, Cuyahoga County, Houston, Toledo, Davenport
 - Departs Embassy Suites at 2:30pm
 - Arrives ICGTF at 3:00pm
 - Departs ICGTF at 4:00pm
 - Arrives Embassy Suites at 4:30pm

Lunches

- Tuesday, August 16th: lunch will be provided by the Indianapolis Public Safety Foundation at Victory Field, 501 W Maryland St. (approximately .5 miles from the Embassy Suites). Lunch will be served in the upstairs lounge.
- Wednesday, August 17th: lunch will be provided by local Indianapolis businesses and organizations onsite at the Embassy Suites.

Entertainment

- Indianapolis Indians vs. Iowa Cubs
 - Tuesday, August 16th at 7pm at Victory Field, 501 W Maryland St.
 - Tickets will be distributed at lunch
- Embassy Suites Evening Reception
 - Daily from 5:30-7:00pm

Key Contact Information

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