Know Before You Go!

H.A.N.A. of Greater New York is excited to receive you June 15-17, 2016! We are gearing up to present to you over 20 various sessions which will inspire, educate and cultivate you as a leader in the medical field!

We want to be sure that you know the who, what, when and where of this jam packed-fun filled three day leadership convention, so please read this communication thoroughly.

Convention Locations
All sessions of the convention will take place at the Harriett Rothkopf Heilbrunn School of Nursing on the Brooklyn campus of Long Island University. (1 University Plaza, Brooklyn, New York, 11201). General and Plenary Sessions will take place in the Paramount Gym. Concurrent educational sessions will take place in the H-Building. Not to worry, there will be Convention Volunteers in bright white T-shirts which will be able to direct you through the campus.

Parking
There are two parking garages located off of DeKalb Avenue that are available for daily parking. These garages are self-pay and pricing will range between $14-25 per day. HANA is not responsible for any parking fees.

Registration
The registration desk will be located at the entrance of the Paramount Gym. Please bring your state issued ID or student ID to present at registration to receive your convention credentials.

Registration Desk Hours:
Wednesday, June 15, 2016: 8:00am - 9:30am
Thursday, June 16, 2016: 8:30am – 10:00am
Friday, June 17, 2016: 8:00am - 9:30am

Convention Attire
Please come dressed business casual. We understand that it is the middle of summer and we want you to be comfortable. As indoor environments tend to be cool, dress in layers or bring a sweater, suit jacket or shawl and wear comfortable shoes. There are some buildings where stairs will be your pathway to the meeting room, so please wear comfortable shoes.
Acceptable Attire: Pants, Slacks, Skirts, Sweaters, Jackets, Dresses, Comfortable Shoes
Unacceptable Attire: Jeans, Shorts, Tank Tops, Flip Flops

H.A.N.A. Members: As a chapter member, you are expected to be in formal HANA attire for the duration of the convention. Please plan to wear your official teal HANA T-shirt for the Afternoon of Service, as you will be providing hands on services to the public.

Special Convention Events
We have a few special events planned that you may want to plan your attire for.
Please be sure to pack the following:
- Exercise Clothing and sneakers
- A Big Hat or Bow Tie
- An Umbrella
- Your Excitement!

Wednesday, June 15:
- H.A.N.A. Leadership Convention Press Conference – 8:30am
- Life Balance Sessions – 5:00pm -6:00pm
  - Zumba
  - Yoga
  - Chair Massage

Thursday, June 16:
- Afternoon of Service – 1:30-5:30pm
  (Please wear your official H.A.N.A. Convention T-Shirt and comfortable pants and shoes)

Friday, June 17:
- Research Poster Presentations – 11:15-12:00pm
- Big Hat & Bowtie Luncheon Sponsored by New York State Nurses Association – 12:00-1:00pm
  (Please wear your big hat or your bow tie to this themed luncheon)
- Health is Wealth Happy Hour Sponsored by The Black Chef Network – 4:45-6:30pm

Attention H.A.N.A. Members
If you are a member of H.A.N.A — this section is especially for you!
On Thursday, June 16 from 8am-10am there is special closed session for HANA Members only.
Please come prepared for a formal H.A.N.A. photograph right after the closed session.

Meal Functions
Your registration covers your breakfast and lunch all three days of the convention. All meal functions will take place in the Paramount Gym.
Social Media
H.A.N.A. has an official convention Instagram and Twitter account, please follow us and post your pictures and tweet us with the quotes and tidbits that inspire you during the convention.

Instagram: @hanaconvention2016
Twitter: @hanagny16

Travel & Lodging Options

Host Hotel
The Official Convention Hotel is the Hampton Inn Brooklyn/Downtown. This hotel is only 3 short blocks away from LIU and is an easy 5 minute walk. If you need to book a room, be sure to inform the front desk that you are staying with the HANA room block. At this time the hotel will continue to accept reservations on a space-available basis.

Hampton Inn Brooklyn/Downtown
125 Flatbush Avenue Extension
Brooklyn, NY 11201
(347) 417-9107

HANA Airline Partner
Delta Airlines
HANA Leadership Convention Attendees Receive up to 10% off their Flight!
Use Discount Code: NMMVZ
Book online at www.delta.com/meeting
The discount is available on flights into New York’s John F. Kennedy Airport (JFK), New York’s La Guardia Airport (LGA) and the Newark New Jersey Airport (EWR) for travel between June 9 – June 23, 2016.
Book Your Flight Now!

Ground Transportation Options

HANA Rental Car Partner
Hertz Rental Car
HANA Leadership Convention Discount Code: CV# 022L4628
Rates available from JFK, LaGuardia, & Manhattan, NY for pickups June 7-24, 2016
1-800-654-2240
Book Your Car Now!

Public Transportation
MTA's Trip Planner is an awesome resource! It offers real-time travel options for taking the Air Train and subways, with estimated times depending on the day and hour you'll be en-route.

**Air Train**
AirTrain travels from the airport to the Jamaica Station stop where you can then board the (Long Island Rail Road-LIRR) to the Atlantic Avenue stop in Brooklyn.

**Air Train Fares**
LIRR from Jamaica Station to Atlantic Avenue in Brooklyn: $7.50-$16, depending on whether the ticket is purchased on or off the train, on or off peak etc.
Subway (optional): $2.50.

**Cabs and Car Services**
You can either call a car service or use the green "Boro taxis" to prearrange a pickup in Brooklyn. Allow about an hour for travel time; ask the dispatchers.
Fares between JFK International Airport and Downtown Brooklyn and Coney Island cost about $70-85.

Fares between JFK Airport and Coney Island cost about $65 or less.
As a rule of thumb, if you take a taxi from the airport, go outside to the taxi stand.

**Private Express Bus & Subway Combo**
**NYC Airporter:** You can take this bus, which leaves JFK Airport about every half hour and takes passengers to Port Authority Bus Terminal, Grand Central Station and Penn Station in Manhattan. You can transfer at any one of these hubs for subways into Brooklyn. It costs $16.
You can purchase tickets online. For more information, call (718) 777-5111.

**Convention FAQs**

- **May I take pictures?** – YES! Please take pictures and feel free to tag H.A.N.A. of Greater New York on social media.
- **Can a spouse, friend or colleague accompany me?** – Registered attendees are welcome to bring a guest for an extra fee. A conference badge is required to enter all conference venues and meal functions. If you would like someone to accompany you to any conference sessions, they first need to register and pay the associated registration fee of $150.
- **How can I register onsite?** Please see the registration desk staff and you may pay with cash payment only.
- **I have already registered, but I can no longer attend. Can one of my colleagues attend in my place?** Yes, substitutions will be honored until 5 p.m. ET Monday, June 13, 2016. In order to process a substitution, the original registration must be paid in full and should not be cancelled. The appropriate member or non-member fee will apply to the substitute, and any rate difference must be paid in full at the time of request. Please send all substitution requests to hanagnyregister@gmail.com
Who do I contact if I have ADA accommodation needs? Please email hanagnyregsiter@gmail.com with any requests and one of our convention staff will contact you to make arrangements.

Can I bring my children? – While we adore children, they are not permitted to attend the convention for liability purposes.

What time does the convention begin and end? – The convention start and end time changes daily:
Wednesday, June 15 – 8:00am-6:00pm
Thursday, June 16 – 8:00am -5:30pm (for H.A.N.A. Members)
9:30am -5:30pm (Convention Attendees)
Friday, June 17 – 8:00am -6:30pm

What is included in my convention registration? – Your full convention registration includes:
- Convention Registration
- Breakfast & Lunch
- Continuing Education (CE) Credits
- Convention Welcome Bag

When does registration officially close? – Registration officially closes at midnight on Friday, June 10, 2016. After this date any registrations will occur onsite at the rate of $350.

Will H.A.N.A. honor any food allergy or intolerance? During your online registration process we inquired about your allergies and/or intolerances, so that we can be sure to notify catering about meal needs. We will not be able to honor your requests if they are not included in your registration.

Where can I find the official conference agenda/schedule? – There is an agenda posted on the convention website www.hanainc.org/convention and you will receive an official agenda in your conference materials upon registration.

Can I choose to only attend some sessions/events? We want you to make the best use of your time with us, so we encourage attending as much as you can. However, your attendance at sessions and/or events is up to your discretion.

What is the cancellation policy? - Cancellation Schedule: If cancelled before April 30, 2016, your registration fee will be refunded less a $100 cancellation fee. If cancelled after April 30, 2016, your registration fee will be refunded less a $125 cancellation fee. If you cancel after May 10, 2016, No refunds will be given Cancellation requests must identify the registrant’s name, email address, membership level, and amount paid.

No- Shows If you do not submit a written cancellation request within the eligible timeframe, and/or do not attend the event, full registration payment is nonrefundable.

Will I receive CE units for attending? – YES! You will receive CE credits upon completion of the convention. H.A.N.A. of Greater New York will communicate during the opening remarks how you can expect to receive your CE credits.

I have a question that hasn’t been answered. Where can I ask? Please email hanagnyregsiter@gmail.com