CDCA
THE COMMISSION ON
DENTAL COMPETENCY
ASSESSMENTS

Attendee Resource Guide
Annual Meeting 2020, January 9–11, Nashville, TN

When should I arrive in (and depart from) Nashville?
Reserve your hotel room for arrival based on your first scheduled meeting or function (unless you are planning on extra days in Nashville, on your own, before or after the scheduled meeting dates).
We suggest members plan to arrive as follows:

- **Chiefs, Captains, DSM (D/DH), New Members (and new Consultants):** Wednesday afternoon, January 8th. Meetings begin Thursday morning.
- **State Board Presidents/VP/Executive Directors:** Thursday morning, January 9th. Meetings begin Thursday afternoon.
- **General & Consultant Membership:** Thursday afternoon, January 9th. Meetings begin Friday morning.

The meeting officially adjourns on Saturday, January 11, at 11:30 am. Plan to depart Nashville on the early afternoon or evening of Saturday, January 11th, unless you are staying extra days at your own expense. The CDCA will not reimburse for the hotel room for that Saturday night for those members departing on Sunday and will not reimburse for arrivals before Thursday unless described above.
Questions can be directed to jparker@cdcaexams.org.

How do I get to and from the airport?
Transportation to and from Nashville International Airport is a reimbursable expense, up to $40 per member (round trip ground travel). You may use a ride-share service such as Uber or Lyft, or hotel shuttle. You will be able to schedule shuttle transportation after registering for your room, or directly on the Annual Meeting page (note that this service does cost $35pp roundtrip). Shuttles will run every 30-minutes, between 7:00 am and 6:00 pm. You will need to bring your luggage with you during your ride-share or on the shuttle. Please be sure to view information about Ground Transportation on the event page.

Annual Meeting Checklist:

RSVP/Register for Annual Meeting ⎯⎯

Reserve Hotel Room @ Gaylord Opryland ⎯⎯

Consider Ground Transportation ⎯⎯

Register Guest(s) ⎯⎯

Submit VIP Guest payment ⎯⎯

Sign up for CE under "Manage my schedule" ⎯⎯

Download Navigate Gaylord App ⎯⎯

Download CDCA Events App
"Favorite" events in the CDCA App for reminders ⎯⎯

Submit Reimbursements ⎯⎯

Consultant Examiners:

The CDCA Board of Directors appreciates the time and service of its consultant members and is pleased to once again extend an invitation to attend Annual Meeting. Please review your invitation for specific details.

How do I register for the meeting and hotel?

There are three steps to registration, 1) the Meeting, 2) the Hotel, 3) your Ground Transportation. Click here to begin. Registration for Continuing Education courses is limited and must be completed online. Select "Manage my schedule" to register for these courses. **All registrations (meeting and CE events) must be received by December 1, 2019.**

Hotel information:

Please use the link on the meeting landing page to ensure you are part of the special CDCA block and are eligible for our group rate. When booking your room, you will be presented with two options. Run of House rooms are $219.00/night, and Atrium rooms are $269.00/night. Resort fees of $20.00/night and 15.25% tax are also charged. Whichever option you choose, CDCA will only reimburse up to the Run of House rate of $219 (plus tax/fees) any upgrades are guest responsibility.

We strongly recommend booking your room as early as possible as space is limited. Children 11 and under are free, however, a 3rd or 4th adult will be charged $20/pp per night. Other additional persons allowed with a charge of $20 per person, per night. Note that, subject to availability, the $219 (plus tax & fees) group rate for Run of House rooms will be offered as early as January 6th and extend to January 13th for those members who wish some extra time in Nashville on their own and at their own expense.

The resort fee includes:
- in-room internet
- unlimited in-room telephone
- shuttle service to Grand Ole Opryhouse, Opry Mills, General Jackson Showboat & The Inn at Opryland
- fitness center access
- 2 cooled in-room bottled waters daily
- Gaylord Springs Golf Links practice range access with (1) daily bucket of balls and shuttle
- Opry Mills Savings Passport

Attendees are responsible for advance payment of room rate, charges, tax, and surcharges. Reimbursement by the CDCA for room and tax for meeting nights only will be processed when the member files the online CDCA expense reimbursement form after the meeting.

How do I submit my reimbursement request?

Reimbursements can be submitted on the Member Resources page under *My Reimbursements* after the meeting. As a reminder, there will be a $5.00 processing fee deducted for non-electronic submitted reimbursement requests (via USPS). Receipts are required for charges over $25.00.

VIP Reception information: The Reception will take place on Friday, January 10th, from 7:00 pm to 10:00 pm. Invited guests will include all Annual Meeting attendees and Educators from CDCA/ADEX participating schools. The reception will take place at The *Wildhorse Saloon* in Downtown Nashville featuring local food, music, and spirits. The CDCA has arranged for transportation to and from the venue. Shuttles will be departing from the **Delta Portico** beginning at 6:30 pm. The last return trip to the hotel departs the Wildhorse at 11:00 pm. Guests are welcome but must be pre-registered. The guest fee is $75/pp and can be paid during registration. Country-western attire is welcomed!

> Once you've registered, you'll be able to access the meeting homepage from "My Events" under your CDCA Members Resources login. That means no more searching for your invitation for the link! (Members who are educators officially participating on behalf of their school, will see two events listed in this screen.)

CDCA Events App: The CDCA is pleased to once again bring you up-to-date information regarding the Annual Meeting via the CDCA Events app commonly used for Examinations. Here you will find schedules, speaker profiles, a list of other attendees and more. The Annual Meeting event will be made available on the CDCA app approximately two to four weeks ahead of time. Existing users: use your login and password as you usually would access an exam event. New members, search "CDCA Events" to download the app from Google Play or the App Store. Login using the email address you use for CDCA and password cdca2018. You can change your password at any time. *Please remember to use wifi or data to keep the app live while in use. Visit our onsite help desk for assistance.*

Gaylord Hotels App: Attendees will find getting around the Gaylord Opryland Resort and Convention center simpler with the use of the Gaylord Hotels App. Visit [Navigate Gaylord Hotels](#) to download the app early and familiarize yourself with this exciting destination! The app gives step by step walking directions through the venue, shows shops and restaurants, and even where the nearest facilities are located. You can also mark your location so others can find you. *Please remember to use wifi or data to keep the app live while in use.*

Get to Know Nashville: We hope you enjoy this city! Learn more about Nashville [here.](#)