



Date: February 13, 2019
To: Tennessee Department of Health HIV Statewide Conference Attendees
From: Meredith Brantley, PhD, MPH, HIV/AIDS Director
Re: Tennessee Department of Health HIV Statewide Conference, April 23-25, 2019

Dear partner:

On behalf of the Tennessee Department of Health (TDH) HIV/STD/Viral Hepatitis Section, we are pleased to invite you to participate in a two-day, newly designed annual conference to learn about HIV prevention, care, and treatment in Tennessee. TDH is dedicated to improving the health and health care of people living with HIV/AIDS across our state.

The Tennessee Department of Health HIV Statewide Conference is scheduled to take place April 23-24, 2019 at the Drury Plaza Hotel (1874 W McEwen Drive, Franklin, TN 37067).

This annual conference is organized differently than previous Statewide meetings. Please read the following information carefully as you make your travel plans:

- April 23-24 will be organized conference-style, with multiple concurrent presentations. Attendees may choose which sessions they attend.
- An overview of the agenda can be found [here](#) and a detailed conference schedule is available [here](#).
- Funded agencies contractually required to attend this conference must register [here](#) by March 25, 2019.
- To secure your hotel room within the group block, please follow the specified guidelines in the [Group Reservations Procedures](#) at the end of this letter. **It is imperative that all attendees adhere to the hotel's reservation deadline: March 22, 2019.**

On Thursday, April 25, several ancillary meetings will convene for designated programs including; Fiscal, HOPWA, and TCPG (members only). Separate announcements will be sent to individuals and agencies who are expected to attend:

- **HOPWA:** 8:30 am - 10:00 am
- **Fiscal:** 8:30 am - 12:00 pm
- **TCPG (Tennessee Community Planning Group):** 8:30 am - 4:30 pm

If you have any questions, please contact Sydney Finchum, Technical Assistance Coordinator, HIV/AIDS Initiative-United Way Metropolitan Nashville at 615-780-2475 or sydney.finchum@uwmn.org.

Sincerely,

A handwritten signature in cursive script that reads "Meredith Brantley".

Meredith Brantley, PhD, MPH
HIV/AIDS Director, HIV/STD/Viral Hepatitis
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meredith.brantley@tn.gov – 615-532-8506

Group Reservation Procedures for Drury Plaza Hotel Franklin

Please follow these instructions to complete your hotel bookings.

By Phone:

- Call 1-800-325-0720
- Refer to the Group number of 2359220.

Online:

- Go to <https://www.druryhotels.com/bookandstay/newreservation>
- Click “Enter a Group Number” at the top of the page
- Enter Group Number of 2359220
- Select the preferred room
- Enter all Guest Information and click “Continue”
- Enter Payment Information
- Click “Book Reservation”

Additional Information

- The per diem rate is **\$129**
- The hotel offers for guests:
 - HOT Breakfast – Including Belgian waffles, fruit, biscuits & gravy, sausage and more.
 - 5:30 KICKBACK® - Each evening from 5:30p-7:00p kick back, relax and enjoy free hot food and cold beverages.
 - Overnight Parking
 - Free Long Distance - One hour every room every night.
 - Wireless Internet Access – High speed Internet in all rooms and in the lobby.
 - Soda and Popcorn – From 3:00 pm to 10:00 pm every night in the lobby
- The current sales tax is 9.25%, city tax 4%, and county tax 4% per night, per room, occupied tax. Taxes are subject to change without notice.
 - To be exempted from paying the 9.25% sales tax, you must present a state tax-exemption form upon checking in.
- Individual reservations must be cancelled prior to 12:00pm on the confirmed date of arrival in order to avoid a fee equal to one night’s room rate plus tax.
- Check In Time: 3:00 pm
- Check Out Time: 11:00 am
- Requires a valid credit card and photo ID to be presented at check in.
- Arrangements may be made for baggage storage with the Hotel’s front desk staff.