



**U.S. PACIFIC COMMAND**  
**Armed Force Health Surveillance Center**  
**Logistics Fact Sheet**  
**PACOM Regional Forum on Malaria Control and Elimination among Military Populations**  
**August 11-13, 2014**  
**Phnom Penh, Cambodia**

**Meeting Location**

Phnom Penh, Cambodia  
Hotel: Raffles Le Royale  
92 Rukhak Vithei Daun Penh  
Sangkat Wat Phnom, Penh  
+800 1 7233537

<http://www.raffles.com/phnom-penh/>

**Event Title**

PACOM Regional Forum on Malaria Control and Elimination among Military Populations

**Schedule**

The conference begins Monday, August 11<sup>th</sup> at 8:00 a.m. and adjourns Wednesday, August 13<sup>th</sup> at 12:00 p.m. For those staying in the Raffles accommodations, you are expected to arrive no later than Sunday the 10<sup>th</sup>, in the evening and depart on Wednesday, August 13<sup>th</sup> in the evening or Thursday August, 14<sup>th</sup> in the morning.

**Lodging**

All Funded Participants: A single, non-smoking room will be reserved for you at the Raffles Le Royale. **You will be responsible for paying for your accommodations from the stipends provided by your designated funding source.** A maximum of 5 nights will be covered for funded participants. **Your room and tax will be covered; however, you will be responsible for any additional personal charges incurred.** Please submit your travel itinerary with hotel arrival and departure dates to Joselyn Griffin ([joselyn.a.griffin.ctr@mail.mil](mailto:joselyn.a.griffin.ctr@mail.mil)) and Emilee Becker ([emilee.m.becker.ctr@mail.mil](mailto:emilee.m.becker.ctr@mail.mil)) no later than Monday August 4th.

- Check-in: 2:00 p.m.; Check-out: 11:00 a.m.
- Wireless Internet is included in the room rate.

**Airport and Transport**

Phnom Penh Pochetong International Airport

Local metered taxis are available at the main exit, and will cost approximately \$8-20 USD. **The cost of transport by taxi is provided as part of your per diem.**

## Meals

- Breakfast is included in your room rate
- Lunch during the meeting is on your own and will be covered by per diem provided by your funding sponsor

## Attire

Active Duty: Class B, last day Business Casual (no tie)

Civilian: Business Casual

## Travel for Funded International Participants

Once you have confirmed attendance, you will be contacted by the US embassy in your country to proceed with making your flight arrangements and other funding details. The USPACOM planning team will be in touch with the US Embassy in each invited country in order to work out details of your travel..

## Funding for all Foreign Participants

All funded participants will be provided a stipend by your local US Embassy at the Government Per Diem rate for Phnom Penh, for all meals not provided at the conference. As breakfast is provided, you will be reimbursed for lunch and dinner and Incidental Expenses on each meeting day, \$85.00. The per diem will be calculated at 75% for travel days, \$63.75.

## Assistance

If you need additional information regarding hotel arrangements, please contact Ms. Joselyn Griffin at [joselyn.a.griffin.ctr@mail.mil](mailto:joselyn.a.griffin.ctr@mail.mil) or by phone at 301-319-3274. If you have questions about meeting content, please contact LCDR Matthew Johns at 202-570-6280 or [Matthew.Johns@hhs.gov](mailto:Matthew.Johns@hhs.gov).

