



WRANGLING EXCELLENCE

EMBRACING THE FUTURE



2025 ASSESSOR DEVELOPMENT

ATTENDEE HANDBOOK

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SCHEDULE

JANUARY 20–22, 2025 SAN ANTONIO MARRIOTT RIVERWALK

889 E. Market Street
San Antonio, TX 78205



SCHEDULE OVERVIEW

MONDAY–WEDNESDAY, 1/20–22

Management Systems and Forensics

ANAB Training Courses

- Utilizing Standards: New Tools for Laboratory Improvement
- Internal Audit Intensive Workshop
- Forensic Technical Assessor

REGISTRATION

EVENT REGISTRATION/HOTEL BOOKING

You will be receiving a link on **November 22**, to register for the event, reserving your space at the hotel. **You must register for the event by Friday, December 6.** If you try to register **after December 6**, you will be expected to make up the difference in cost if there is one.

ANAB will pay for your hotel nights during the Assessor Development Session from the night before your meetings start, through the last day of your meetings. If your meetings end early enough in the day for you to return home that day, we ask that you do so. If international travel requires additional nights on-site at the Gaylord, please obtain approval in advance. While ANAB will pay for your hotel during the AD session, you will be asked to provide a personal credit card to the hotel (for incidentals) when you check in.

Any extra room nights beyond what you have been approved to use will be at your own expense and charged to your personal credit card. Our group rate at the hotel will be made available at a negotiated rate of \$235/night between Thursday, January 16, 2025, and Sunday, January 26, 2025 (subject to availability). Please do not contact the hotel directly to reserve room nights before and after the event, and instead include this information (check-in and check-out dates) when you register.

HOTEL EXPENSES

ANAB has established an account with the San Antonio Marriott Riverwalk; therefore, your sleeping room charges will be billed directly to ANAB. Please do not request any changes at check in, we are receiving a discount on the main account, and the sleeping room charges need to be a part of that discount.

Any additional incidentals you charge to your room, e.g. food, or if you stay extra nights beyond what is needed for the training, will be billed to your credit card at the end of your stay.

All additional guests are at your own expense.

TRAVEL

You are encouraged to book travel through your [Concur profile](#) for this event. You are approved to book travel upon registration.

Remember, everyone should be booking economy class tickets and keeping the ticket price at a minimum. We are targeting airfare to be around \$600 for domestic flights and \$1,500 for international. ANAB may not reimburse for airfare in excess of these amounts.

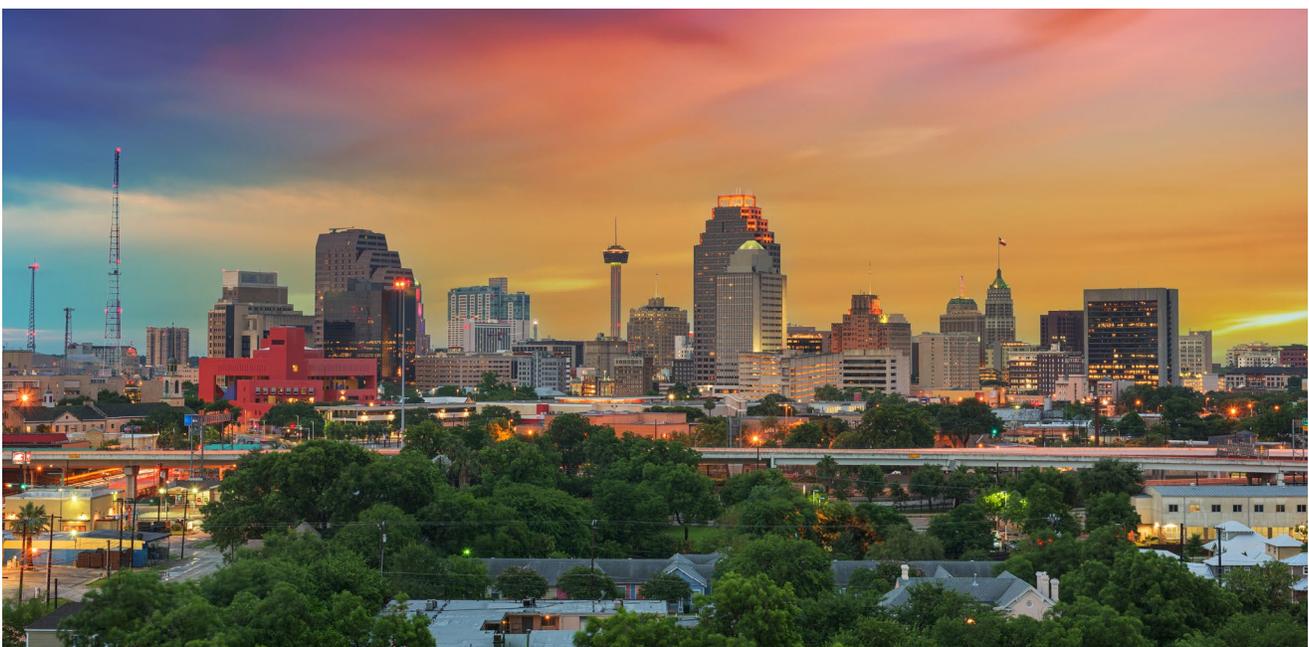
Please make sure you are using your best judgement and booking the most economical price airfare for this event.

You may submit invoices for AD airfare upon purchasing your ticket. International assessors over \$1,500 and domestic flights over \$600 will be managed case-by-case. All reimbursables will be paid per your ANAB payment terms.

Please submit the reimbursables for airfare with a flight receipt on the approved ANAB AD Session reimbursement form to the ANAB accounting staff member you typically submit expense reports.

TRANSPORTATION FROM THE AIRPORT

ANAB is asking all attendees to utilize ride share (e.g. Lyft, Uber, etc.) to travel between the airport and the San Antonio Marriott Riverwalk. **Rental cars will not be reimbursed.**



OTHER EXPENSES

As stated in section 3, additional days and/or guests will be at your own expense.

ANAB will not reimburse for extra-curricular activities.

When meals are provided by ANAB, meals on your own will not be reimbursed. Note: Due to budgetary reasons ANAB-provided meals are for meeting attendees only.

Please follow the [2025 GSA per diem rates](#) for all expenses, including meals and incidentals.

All expenses must be submitted on the approved [ANAB AD Session reimbursement form](#) to the ANAB accounting staff member you typically submit expense reports to no later than February 17, 2025.



OTHER INFO

ASSESSOR DEVELOPMENT APP

Get the most out of your 2025 Assessor Development by downloading the app! Here, you will be able to receive notifications from event organizers, access session schedules, see maps of the San Antonio Marriott Riverwalk, interact with other attendees, and more!

Use [this link](#) to download the app. Once you have done that, search for the event “2025 ANAB Assessor Development,” or scan this QR code.



DRESS CODE

Dress code for event is casual (e.g. jeans). Please keep in mind that meeting rooms are usually cold.



DINING OPTIONS CLOSE TO THE HOTEL

Casa-Rio	<i>Tex-Mex</i>	Mad Dogs British Pub	<i>British</i>
The River's Edge Café and Patio Bar	<i>American and Tex-Mex</i>	Landry's Seafood House	<i>Seafood</i>
Lone Star Cafe	<i>Steakhouse</i>	Paesanos Riverwalk	<i>Italian</i>
Café Ole	<i>Mexican</i>	The County Line	<i>Barbeque</i>
Naked Iguana Riverwalk Bar	<i>Mexican</i>	Rita's Riverwalk	<i>Mexican</i>
Bourdro's on the Riverwalk	<i>American</i>	Iron Cactus Mexican Restaurant	<i>Mexican</i>
Agave Bar	<i>Mexican</i>	Domingo Restaurant	<i>Classic</i>
Brenner's on the Riverwalk	<i>Steakhouse</i>	The Esquire Tavern	<i>American</i>

DINING OPTIONS IN THE VICINITY OF THE HOTEL

Battalion	.4 miles from hotel	<i>Italian</i>
Dough Pizzeria Napoletana	.4 miles from hotel	<i>Italian</i>
1Watson	.8 miles from hotel	<i>Rooftop Bar with Small Plates</i>
Liberty Bar	1.2 miles from hotel	<i>American</i>
Bliss	1.3 miles from hotel	<i>American</i>
Santa Diabla	1.6 miles from hotel	<i>Mexican</i>