

2024 ANAB

ASSESSOR DEVELOPMENT



**PEOPLE
MAKE THE
DIFFERENCE**



ATTENDEE HANDBOOK

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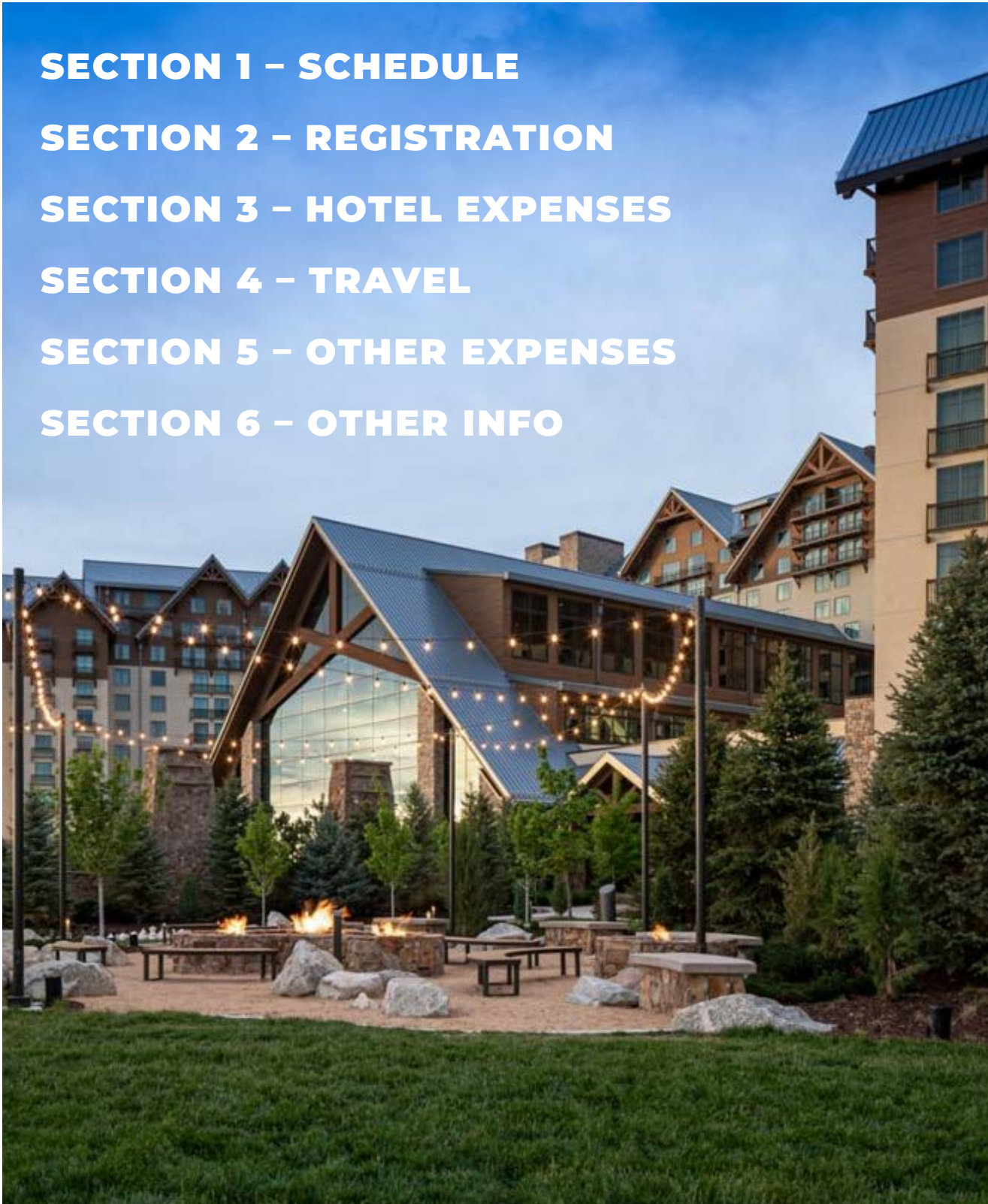
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SCHEDULE

JANUARY 15–17, 2024

GAYLORD ROCKIES RESORT & CONVENTION CENTER

6700 N Gaylord Rockies Blvd

Aurora, CO 80019



2024

ASSESSOR DEVELOPMENT

CALENDAR

REGISTRATION



EVENT REGISTRATION/HOTEL BOOKING

You will be receiving a link on **November 16**, to register for the event, reserving your space at the hotel. **You must register for the event by Thursday, November 30.** If you try to register **after November 30**, 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 nights 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 \$229/night between Thursday, January 11, 2024, and Friday, January 19, 2024 (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 Gaylord Rockies Resort & Convention Center; 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 \$1500 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 \$1500 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 Gaylord Rockies. **Rental cars will not be reimbursed.**



LIGHT RAIL

The Gaylord Rockies offers a complimentary shuttle from the resort, that takes guests to the light rail (train) station that services the University of Colorado A Line. This line has multiple stops that will ultimately brings guests to downtown Denver.

[University of Colorado A Line | RTD - Denver](#)

The shuttle picks up from the front drive of the hotel at the :20 and :50 of every hour, and brings guests to the A Line light rail stop at 61st and Pena st.

The shuttle picks guests up from 61st and Pena St. station at the :00 and :30 every hour, to bring them back to the hotel.

The first pickup from the light rail station at 61st and Pena St. is at 5:30AM daily, and the first shuttle from the resort to the station is at 5:50AM.

The last pickup from the light rail station is at 11:00PM daily, and the last shuttle from the resort to the station is at 11:20PM.



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 [2024 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 19, 2024.



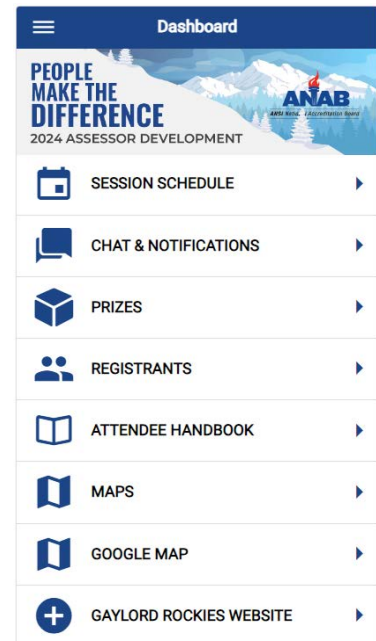
OTHER INFO

ASSESSOR DEVELOPMENT APP

Get the most out of your 2024 Assessor Development by downloading the app! Here, you will be able to receive notifications from event organizers, access session schedules, see maps of the Gaylord Rockies Resort, interact with other attendees, and more!



Use [this link](#) to download the app. Once you have done that, search for the event “2024 ANAB Assessor Development,” or scan this QR code.

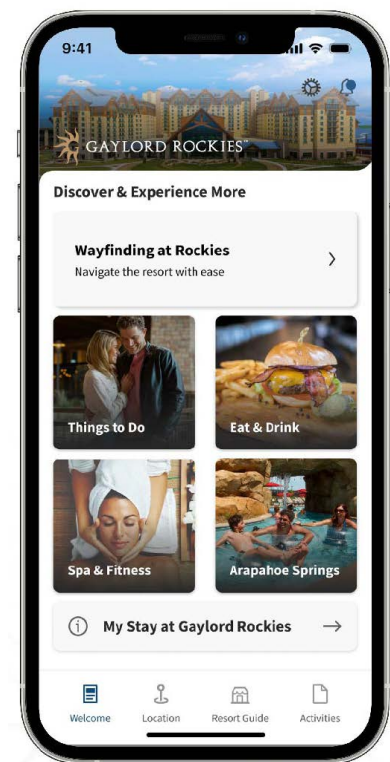


GAYLORD HOTELS APP

Don't forget to also download the mobile app for the Gaylord Rockies Resort, which includes features such as a comprehensive venue map, a list of dining and entertainment reservations and location tagging. [Use this link](#) on your mobile device for additional details and download instructions.

DRESS CODE

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



DINING OPTIONS NEAR THE GAYLORD

Restaurant	Address	Telephone #	Cuisine
Moonlight Diner	6250 Tower Rd.	303-307-1750	Diner
GV Ranch Beer Garden	4995 Argonne St.	303-375-7880	American
Coriander	4968 Tower Rd.	720-216-0301	Indian
Garibaldi	3471 N Salida St	303-375-6305	Mexican
Anthony's Pizza	16221 E 40 th Ste C	303-373-9000	Pizza
Ted's Montana Grill	16495 E 40 th Circle	720-374-7220	Steakhouse
DiCicco's	67 th & Tower Rd.	303-574-1956	Italian
Eastbridge Town Center	10195 E 29th Dr.		
Cattivella		303-645-3779	Italian
Los Chingones		303-975-6166	Mexican
Cholon		720-550-6934	Asian Fusion
Stanley Marketplace	2501 Dallas St.		
Stanley Beer Hall		720-749-5098	American
Denver Biscuit Co		303-377-7900	Breakfast
Annette		720-710-9975	Gastropub
Rosenberg's Delicatessen		303-955-0466	Jewish Deli
The Shops at Northfield	8340 Northfield Blvd.		
La Sandia		303-373-9100	Mexican
Brother's Bar & Grill		303-953-0229	American
Bar Louie		720-677-6600	Gastropub
Texas de Brazil		720-374-2100	Brazilian Steakhouse
Zen Asian Sushi Bar & Grill		303-371-4644	Asian/Sushi
Cuba Cuba		720-389-5221	Cuban