



Instructions to the Traveler (ITT)

Program Title: Joint Defense Veteran Audiology Conference (JDVAC)

Program Location: DoubleTree by Hilton at the entrance to Universal Orlando
5780 Major Blvd.
Orlando, FL 32819

Lodging: Rooms have been blocked at the DoubleTree by Hilton at the entrance to Universal Orlando starting Saturday March 7 through Thursday March 12. Any special requests outside of those dates can be requested by Cheryl (KIVA) to the hotel.

On-line Reservation Link: It is imperative that you register at the following link: [KD PARTNERS, Inc. \(kdpartnersinc.net\)](http://KD PARTNERS, Inc. (kdpartnersinc.net)). Please do not call the hotel to reserve your room, you will be instructed to reserve only thru KIVA Consulting.

To view the hotel website: <https://www.hilton.com/en/hotels/mcoundt-doubletree-at-the-entrance-to-universal-orlando/>

Program Begins: Monday, March 9, 2026, at 0700.

Program Ends: Wednesday, March 11, 2026, at 1630.

Travel Information: Please follow your facility's instructions concerning airline, hotel reservations, obtaining your travel authority, and any advance of funds. **Please do not use Concur to reserve your room.**

Per Diem Rates: Room rates are the 2026 Government established per diem of \$169 for single/double, plus applicable occupancy tax at 6% / sales tax is 6.25%. Each additional person will be charged a rate of \$25 per night. Maximum of 4 persons per room.

Cancellation: Changes or Cancellations will also be handled only thru KIVA Consulting. All room reservations, additions, changes, cancellations, special needs/requirements, or billing issues must be sent to Cheryl@kdpartnersinc.net or call 936-443-8019.

Check In/Out Times: The hotel check-in time is 1600 and checkout time is 1100.

Dress Code: Dress is business casual. You may choose to bring a sweater or jacket as the meeting rooms can be cold at times.

Parking: **Valet Parking \$40 + tax per car, per day**
Self Parking: Through ProPark, Overnight contracted rate is \$18 per space, per day.

Airport: Orlando International Airport (MCO) – 18 miles.

Booking Questions: Contact: Cheryl@kdpartnersinc.net or call 936-443-8019.