

**From:** Sylvia Dziemian <[Sylvia.Dziemian@cityofchicago.org](mailto:Sylvia.Dziemian@cityofchicago.org)>  
**Sent:** Monday, August 26, 2024 9:02 AM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Subject:** RE: Ethics Approval for Sponsored Travel to Champaign, IL

Good Morning Steve,

I hope that you had a restful weekend.

I am writing to share that I attended and presented at the Midwest Healthcare Conference in Champaign, IL on Friday, 8/23, as planned. I traveled there in my official capacity. I arrived on Thursday night and left Friday evening via Amtrak, which I purchased earlier and had approved by OBM.

The organizers provided most of the meals at the conference at no additional cost to me. I otherwise purchased my own breakfast. I received a "swag bag," which included a waterproof mini portable speaker, a notepad, pens, and hand sanitizer. I looked up the price of the speaker: it costs \$17.99 on Amazon without tax or shipping. The organizers also paid for the hotel room directly. I will reach out to them about reimbursement of the train costs and have the check sent to our offices.

That's about that, Steve. Luckily, it was smooth and other than the planned activities, uneventful.

Thank you,

Sylvia

**From:** Sylvia Dziemian <[Sylvia.Dziemian@cityofchicago.org](mailto:Sylvia.Dziemian@cityofchicago.org)>  
**Sent:** Friday, July 19, 2024 10:22 AM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Subject:** Ethics Approval for Sponsored Travel to Champaign, IL

Good Morning Steve,

I am writing to obtain ethics approval for travel to present at the Midwest Healthcare Conference on August 23<sup>rd</sup>, 2024 in Champaign, IL.

The presentation will be based on a book chapter that I co-authored alongside my former professor at UIC, Dr. Selva Nadarajah, about public health initiatives as tied to climate-change-related prevention and mitigation efforts. The travel, lodging, and meals will be paid for by the organizer, Gies College of Business and Carle College of Medicine at the University of Illinois. I will be traveling in my official capacity and will not be accepting honoraria, gifts, or other compensation for my participation. I will travel via Amtrak on Thursday, August 22<sup>nd</sup>, and return after the conference via Amtrak back to Chicago on Friday, August 23<sup>rd</sup>.

The hotel rate is not per the standard GSA rate of \$107, but \$185 per night. Due to many conventions occurring in Champaign on the weekend of August 23-25, 2024, the Hilton Garden Inn, where the conference will be taking place, was the only location available to host the conference and accommodations for the speakers. Consequently, the room rate is higher than usual. Attached, I am providing you with the letter of invitation as well as the organizers' statement as to the hotel rate for the evening.

Please let me know what else I can provide for the approval. I hope that you're having a great start to your Friday!

Thank you,  
Sylvia

**Sylvia Dziemian, MBA** (she/her/hers)

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