



## Travel and Workshop Information

To: **NASA VEXAG, PATM, and OPAG Workshops Participants**

FROM: **Monica Washington, CEM– Senior Meeting Planner, NASA Research & Education Support Services (NRESS)**

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This document contains travel information regarding your hotel, airline, and other arrangements to the workshop. If you have any questions relative to the text please contact Monica Washington, NRESS Meeting Planner at (202) 479-9030 ext. 306 or [mwashington@nasaprs.com](mailto:mwashington@nasaprs.com). Administrative questions regarding the workshop agenda may be directed to Latessa Tuck at (202) 479-9030 ext. 261 or [ltuck@nasaprs.com](mailto:ltuck@nasaprs.com).

### Workshop Location/Date

The workshops will be held at the Greenbelt Marriott Hotel. (See attached directions to the workshop location.) For more venue information, you may refer to the hotel's website at <http://www.marriott.com/hotels/travel/wasgb-greenbelt-marriott/>

### Hotel Accommodations

**(Please contact the hotel by Friday, October 5, 2007)**

- Please contact the hotel to make a reservation within the group block on or before Friday, October 5, 2007 at 1(800) 228-9290. When you call, please ask the reservations clerk to include you in the "NASA" sleeping room block in order to receive the group rate of \$188.00 per night + tax.
- A block of sleeping rooms is currently on hold for workshop participants at the **Greenbelt Marriott Hotel**. The hotel is located at 6400 Ivy Lane, Greenbelt, MD 20770.
- Provide the reservations clerk with your full name, credit card number and expiration date to cover the cost of your room.
- Lodging for one night will automatically post to your credit card account as a deposit to secure your reservation. Cancellations must be made 72 hours in advance prior to your arrival date to be fully refunded by the hotel for your deposit.
- All reservations must be accompanied by a first night room deposit and guaranteed with a major credit card. The hotel will not hold any reservation unless secured by the prescribed method.
- **IMPORTANT:** Please note that rooms have already been held within the group block for 2 nights. **Check-in is at 4:00 p.m., check-out is at 12:00 noon. It is very important that you notify me as soon as possible if you do not require these accommodations or if you intend to stay at the hotel any additional nights.**
- Sleeping rooms have been blocked accordingly for program participants:
  - For **VEXAG participants**, Check-in is on **Saturday, November 3<sup>rd</sup> at 4:00 p.m.**; check-out is on **Monday, November 5<sup>th</sup> at 12:00 noon.**
  - For **PATM participants**, Check-in is on **Monday, November 5<sup>th</sup> at 4:00 p.m.**; check-out is on **Wednesday, November 7<sup>th</sup> at 12:00 noon.**
  - For **OPAG participants**, Check-in is on **Wednesday, November 7<sup>th</sup> at 4:00 p.m.**; check-out is on **Friday, November 9<sup>th</sup> at 12:00 noon.**
- **Reservations by attendees must be received by the hotel on or before Friday, October 5, 2007** (the Cut-Off date or deadline). After the deadline, the hotel will release all unreserved rooms for general sale to the public at market rates, and determine whether or not it can accept reservations based on a space-and-rate available basis at the group rate after Friday, October 5<sup>th</sup>.
- The per night room rate is **\$188.00** (plus taxes).
- For your convenience and to ensure that your office and family can contact you, the hotel's phone number is (301) 441-3700. The guest fax number is (301) 441-3995.

## Travel and Workshop Information

### **Local Airports** (Please Note: All cab estimates below are for one-way travel.)

- **Baltimore Washington International Airport (BWI):** The Baltimore Washington International airport is most convenient to the workshop site, as it is located about 21 miles from the Greenbelt Marriott. The cost of a taxi is approximately \$25.00 one-way; shuttle service is \$20 for the first person/\$10 per additional passenger. Travel time is about 30 minutes by car in low-congestion traffic.
- **Ronald Reagan Washington National Airport (DCA):** Located about 22 miles from the Greenbelt Marriott Hotel and generally costs \$35-\$40 by taxi. Travel time is about 45 minutes by car in low-congestion traffic.
- **Washington Dulles International Airport (IAD):** Located about 35 miles from the hotel. Offers more non-stop flights from west coast locations. Transportation is available via Washington Flyer cab service (costs \$50-60); shuttle service is about \$25 for the first passenger /\$10 per additional passenger. Travel time is about 45 minutes to 1 hour by car in low-congestion traffic.
- Visit the following websites for more information about these airports: DCA and IAD Airports, <http://www.mwaa.com>; BWI, <http://www.bwiairport.com/>.

### **Metro (Subway System)**

- The Metro is highly regarded by local residents as clean and safe as well as user friendly to visitors.
- From **Ronald Reagan Washington National Airport**, take the Green line in the direction of "Greenbelt."
- Exit the Metro at the "Greenbelt" metro station to get to the hotel.

### **Complimentary Shuttle Bus Service**

- The hotel offers complimentary shuttle bus service within a 3-mile radius from the hotel. You may schedule a pick-up from the Greenbelt Metro station by contacting the front desk at (301) 441-3700. Please wait for the driver under the signage marked "Kiss-N-Ride" located near the parking lot and taxi cab stand.
- The hotel shuttle operates from 7:00 a.m. to 9:00 p.m. daily.
- To better assist you in using the subway system; refer to the Washington Metropolitan Area Transit Authority website: <http://www.wmata.com/metrorail/systemmap.htm>.

### **Meal Arrangements and Refreshments**

- A complete meeting package for meals will be provided daily, which includes breakfast, lunch, and an afternoon refreshment break.
- Dinner will not be served. However, a list of local restaurant establishments will be provided at the Event Registration table.
- Refreshments and lunch will be provided to all participants; government participants please do not seek reimbursement from your agency or institution.

### **Government Travel Arrangements and Reimbursements**

- Travel arrangements and reimbursements for this workshop will not be covered by NRESS, but by your respective agency or institution per approval.

**The NRESS support team looks forward to working with you!**