



ITRC 2011 Fall Meeting

October 24-28, 2011

Denver, Colorado

Logistics Sheet

Meeting Location and Accommodations

THE WESTIN DENVER DOWNTOWN

1672 Lawrence Street

Denver, Colorado 80202

Tel: 303-572-9100 Fax: 303-572-7236

Reservations: <http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1107058346&key=454E2>

Hotel Site: <http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1012>

Hotel Reservations

Please call The Westin Denver Downtown at **888-627-8435** or the Central Reservation Office at **800-937-8461** and mention the **ITRC Fall Meeting** to get the group rate of:

\$149.00 per room per night for single or double occupancy

\$20.00 per each additional guest

You may also make reservations by going to:

<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1107058346&key=454E2>

The cut-off date for reservations is **October 2, 2011**. Room nights are available from October 23rd-27th.

If you need assistance with reservations please contact Gretchen Dellinger at 202-570-9660 or gretchen@opp-knock.com. Internet access will be complimentary in the guest rooms.

Cancellation Policy

Please Note: You may cancel your reservation before 6:00pm hotel time (MDT) on the day of your scheduled check-in with no penalty. You will be charged for one room night if you cancel after 6:00pm hotel time on the day of your scheduled check-in.

Attire

Business casual. Late October in Denver sees average highs in the lower 60°F's and average lows in the upper 30°F's. Denver 10-day forecast: <http://www.weather.com/weather/tenday/USCO0105>.

Denver International Airport

The Denver International Airport offers non-stop service to 140 cities: <http://flydenver.com/home>.

Transportation

SkyRide: The one-way SkyRide bus fare from the Denver International Airport (DEN) to the Market Street Station is \$11 per person. At the airport, board the AF line to Downtown Denver; check schedules at:

<http://www3.rtd-denver.com/schedules/getSchedule.action?runboardId=112&routeld=AF&routeType=9&direction=W-Bound&serviceType=3>

The hotel is located 2 blocks (an approximate 5-minute walk) from the Station; head southeast on 16th Street and turn left at Lawrence Street. The hotel is on the first block – 1672 Lawrence Street.

Super Shuttle: The one-way shuttle fare from the Denver International Airport (DEN) is approximately \$19 per person. Reservations are highly recommended; 800-258-3826 or online www.supershuttle.com.

Taxi: The hotel is 22 miles (35-40 minute drive) from DEN. Taxi fare is approximately \$45 one way from the airport.



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Travel Expenses (Applicable for ITRC Reimbursed Travelers Only)

The per diem for Denver, Colorado is \$66 per day. Per Diem for the first and last day of travel to and from the meeting is \$49.50. Breakfast will be provided at this meeting so per diem for this meal each day may not be claimed. Please download a current reimbursement form from the ITRC website when requesting reimbursement ("*Travel Reimbursement*" link located in the top menu of the ITRC homepage: www.itrcweb.org). A copy of the travel approval email from your team leader should be attached to the reimbursement request.

Breakdown of Per Diem Rates for Denver, CO:

Breakfast	\$11.00
Lunch	\$16.00
Dinner	\$34.00
Incidentals	\$ 5.00

PLEASE NOTE: Car rentals will not be reimbursed unless prior approval is granted by the ITRC Director.