

2003 ITRC Spring Meeting/ 5th Environmental Technology Symposium & Workshop Logistics Sheet

Conference Site/Hotel Room Reservations

The Adams Mark Hotel, along with the Charlotte Convention Center, will host the 2003 5th Environmental Technology Symposium & Workshop. The Adams Mark, at 555 South McDowell Street, is conveniently located downtown, close to the financial, cultural, business & shopping districts and is only a short 3 to 4 block walk from the Charlotte Convention Center. The Direct Phone Line for the Adams Mark is 704-372-4100 and the fax is 704-348-4646. The Charlotte Convention Center is located at 501 South College Street. The direct phone line is 704-339-6000 and the fax is 704-339-6111. Although it is only a short walk between the two venues, a shuttle service between the Adams Mark and the Convention Center has been arranged for Tuesday through Thursday starting at 6:30 am and ending 45 minutes after the last event. Below is a listing of where the events will take place:

Monday March 24th —All ITRC meetings will be at the Adams Mark

Tuesday March 25th —All ITRC sponsored training, plenary sessions & reception will be at the Adams Mark; with individual team meetings from 8-12 noon (including their own continental breakfast) at the Convention Center.

Exhibits are postponed until Wednesday & Thursday.

Wednesday March 26th —All events will take place at the Convention Center (including ITRC meetings)

Thursday March 27th —All events will take place at the Convention Center (including ITRC meetings)

Attendees should make hotel reservations by calling toll free 1-800-444-2326. To receive the special conference rate of \$81.00/night, you will need to say you are attending the 5th Environmental Technology Symposium & Workshop. Website reservations will not be accepted. Reservations should be made by **Friday, March 14**.

Conference Registration and Fees

Attendees should register online at www.ets2003.com. There is a \$350 registration fee. State and public stakeholder members of ITRC will be reimbursed for this fee.

Conference Attire

Attire for the Symposium & Workshop will be business to business casual for all conference events.

Airport Transportation Information

Drive time is only 15 minutes from the Charlotte Douglas International Airport to the convention district and the Adams Mark.

Airport shuttle options:

Queens Transportation (704)531-2223 is \$16.00 round trip / \$9.00 one way from the airport to the uptown/city center hotels. From the courtesy phones located in the baggage claim area, passengers can speed dial number 58 for this company. Payments are made to the driver in the form of cash, checks or credit cards.

Gold Line Express (704)398-1117 is \$16.00 round trip / \$10.00 one way from the airport to the uptown/city center hotels. From the courtesy phones located in the baggage claim area, passengers can speed dial number 99 for this company. Payments are made to the driver, in the form of cash or credit cards.

Round trip passes may be used for the return trip to the airport at anytime. Airport shuttles are available from the second set of lanes just outside the baggage claim area. There is a sidewalk/median area between the lanes for passengers who are waiting for these shuttles.

Taxi service:

The taxi fee for the first passenger is \$18 per trip, each additional passenger is \$2.00 per trip. Taxis are available from the first set of lanes immediately outside the baggage claim area.

Costs—Lodging, Meals, and Incidentals

The ITRC room rate is \$81 per night. Active state and stakeholder members will have their hotel room and tax costs reimbursed upon completion of an expense report that is submitted to ECOS. The breakdown of meals and incidental costs in Charlotte is as follows:

Breakfast--\$9	Lunch--\$9	Dinner--\$22	Incidentals--\$2	Total M&IE--\$42
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Continental breakfast and lunch will be provided Monday through Thursday of the Symposium. Receptions will also be hosted on Tuesday and Wednesday evenings.

Attendees will need to deduct the cost of lunch on Tuesday, Wednesday, and Thursday from their reimbursement claims.

Please note that allowable M&IE for your travel days varies based upon the time you leave and return home. Below are the guidelines for Charlotte.

Travel BEGINS at	M&IE %	\$42
12:01 AM - 6 AM	25	\$42
6:01 AM - 12 N	50	\$31.50
12:01 PM - 6 PM	75	\$21
6:01 PM - 12 M	100	\$10.50

Travel ENDS at	M&IE %	\$42
12:01 AM - 6 AM	25	\$10.50
6:01 AM - 12 N	50	\$21
12:01 PM - 6 PM	75	\$31.50
6:01 PM - 12 M	100	\$42