

**2008 ACWI ANNUAL MEETING
FEBRUARY 20 AND 21, 2008
CROWNE PLAZA DULLES AIRPORT
HERNDON, VIRGINIA**

January 25, 2008

To: Representatives and Alternates of Member Organizations
Advisory Committee on Water Information

From: Judith B. Griffin, Committee Management Specialist
Water Information Coordination Program

Subject: ACWI Annual Meeting, February 20 and 21, 2008

The Water Information Coordination Program is pleased to invite you to the annual meeting of the Advisory Committee on Water Information (ACWI) for 2008. This notice confirms that the meeting will be held Wednesday and Thursday, February 20 and 21, 2008, at the Crowne Plaza Dulles Airport Hotel, 2200 Centreville Road, Herndon, Virginia. The meeting will convene at 8:30 a.m. on Wednesday, February 20, 2008, and will adjourn by 3:15 p.m. on Thursday, February 21, 2008.

AGENDA

Attached are the agenda highlights. By separate email, we will provide the full agenda at a later date.

CONFIRM ATTENDANCE

To confirm that you plan to attend the 2008 ACWI meeting, please register for the meeting online at http://acwi.gov/acwi2008/forms/Reg2_fm.html. You may complete your registration directly online, or print either a Word or pdf form to fill out and fax to us. Our fax number is 703-648-5644. **There is no registration fee for the meeting; however, you must register to attend the meeting.**

CONFERENCE AND HOTEL ARRANGEMENTS

The meeting facilities and block of sleeping rooms are reserved at the Crowne Plaza Dulles Airport Hotel. The block of sleeping rooms are reserved at the rate of \$201 plus 11% tax per room per night (single or double). Please call the hotel directly **no later than February 8, 2008, at 1-800-227-6963** to make your reservation; please request the room block under the name of the **ACWI/USGS meeting**. Complimentary high-speed, wireless internet access is available in all guest rooms. Check-in time is 3:00 p.m. and check-out time is 12 noon.

The Crowne Plaza is located just two miles from the Washington Dulles International Airport, near the intersection of Dulles Toll Road (267) and Centreville Road. The Crowne Plaza is also just a few miles from the National Center of the U.S. Geological Survey. Please see the Crowne Plaza website at www.cpdulles.com. The hotel has its own restaurant, Houlihan's, and there are several other restaurants nearby. Across the highway (Centreville Road) is the Worldgate Shopping Center where there are many other restaurants as well as movie theatres.

SHUTTLE SERVICE

For your convenience, the hotel offers complimentary shuttle service to and from the Washington Dulles International Airport (IAD). The shuttle service is available to and from the IAD every half-hour from 5:00 a.m. until 11:00 p.m. At the baggage claim area of the IAD, special phones are located for the Crowne Plaza Dulles Airport. You may call the hotel for directions and time for the next pickup at the airport. Complimentary shuttle service is also available to office parks within a 5-mile radius of the hotel.

TRAVEL ARRANGEMENTS

For non-Federal members, financial assistance is available *if requested* to cover travel and per diem costs for one representative from each organization. **Arrangements for travel assistance can be made by contacting our Administrative Assistant, Sheri Alcalde, at 703-648-5838, or email salcalde@usgs.gov.** In order to process your travel arrangements, please provide Sheri with your social security number. You will receive a numbered Federal Travel Authorization (TA) and further guidance on how to arrange your travel. If you have any questions or concerns about the procedures outlined below, please do not hesitate to call us.

- **Airline Tickets.** To be reimbursed for airline tickets, you must obtain your tickets through the Federal Government travel agent, Northrup Grumman using SATO Travel Management Center, using the TA number provided for the trip. Sheri Alcalde will provide you with information and phone number to call SATO, who will make airline reservations with the Government carrier of record. Please remember that it is mandatory to use SATO for your airline reservations, and that ***we cannot reimburse you for airline tickets purchased with your personal credit card.*** If you have any special concerns or requests, you must get prior written approval by calling me at 703-648-5229 or email jbgriff@usgs.gov.
- **Per Diem.** Per diem is authorized for lodging and meals and incidental expenses (M&IE). The hotel rate is \$201 plus 11% tax and the M&IE rate is \$64 for this area. The M&I rate is calculated at 75% for the first and last days of travel, and 100% for any other days. When meals are provided (lunches are provided during the meeting), the per diem rate for that day will be reduced accordingly. The per diem is authorized for days of travel and attendance at the meeting only.
- **Reimbursement.** Detailed travel reimbursement procedures are attached with this message. Please remember to submit your receipts for travel expenses as outlined in the attached document to Sheri Alcalde **within 5 business days after completion of travel.** If you have any questions about these procedures for filing your travel voucher for reimbursement, please contact Sheri.

RESOURCE MATERIALS

Resource tables will be provided for publications or other materials that you may wish to display or distribute to Committee members and other participants at the meeting. Please bring at least 75 copies if you wish to distribute copies at the meeting.

Please see the ACWI website at www.acwi.gov for news and other information about the ACWI. We are looking forward to your participation at the ACWI Annual Meeting !

Attachments:

Agenda Highlights

Information on Reimbursement of Travel Expenses