BEYOND PATENTS:
Assessing the Value and Impact of Research Investments

Government-University-Industry Research Roundtable
June 27-28, 2017 | National Academy of Sciences Building, Washington, DC 20418

Logistics Memo

Meeting, Registration, Air Travel, and Hotel Logistics

I. Meeting and Registration

THE NATIONAL ACADEMY OF SCIENCES BUILDING
2101 CONSTITUTION AVENUE, NW
WASHINGTON, D.C. 20418

TUESDAY, JUNE 27, 2017	WEDNESDAY, JUNE 28, 2017
5:00 – 6:30 P.M. COCKTAIL MIXER (NAS WEST COURT) 6:30 – 8:00 P.M. DINNER AND KEYNOTE PRESENTATION (NAS GREAT HALL)	7:30 A.M. CONTINENTAL BREAKFAST (EAST COURT) 8:00 A.M. GENERAL MEETING (THE LECTURE ROOM) 12:15 P.M. BOXED LUNCH (WEST COURT) 3:00 P.M. ADJOURN

- There is <u>LIMITED</u> free parking at the National Academies building. Entrance is on 21st Street, just off Constitution Avenue. See parking attendant's kiosk.

- All participants must register for the meeting. Please indicate any dietary restrictions in the registration.

REGISTER

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II. Air Travel

Scheduling Travel

- Please make your travel arrangements through **Kentlands Travel Agency**. To make your air reservations through Kentlands, please call **1-301-948-2448** or **1-800-552-6425** and reference **Event Code: PGA170002** (After hours and emergency: 1-888-565-9174.)
- Foreign travel reservations **must** be made through our travel agency.
- Air reservations for GUIRR Member Organizations (economy class for <u>one</u> representative) will be charged to GUIRR's corporate credit card.
- Members and presenters will be responsible for any penalty fees incurred due to travel cancellation or for modifying a ticket after issuance. (As of April 17, 2013, cancellation or modification fees have increased to $200.)
- If your airfare will exceed $700, or your hotel expenses will exceed the government-allowable per diem, please contact cbaylor@nas.edu

Reimbursement

- The Academies has transitioned away from the paper-based Travel Expense Report (TER) to a new electronic form for travel reimbursements (e-TER). Login and credential instructions will be emailed to you after the meeting. All tips are reimbursed up to 15%.
- The National Academies of Sciences, Engineering, and Medicine's policy requires that **all e-TERs must be submitted within 30 days from the end of travel**. Please submit questions to cbaylor@nas.edu

Please Note: Using the Direct Deposit Form will allow you to receive your reimbursement faster than the 15 business days it takes to process a check.

- The option to direct deposit travel reimbursements for qualified attendees is available. Completion of the Direct Deposit Form is required to establish direct deposit payment.
- Please send the completed form to NAS's Controller's Office. They can accept the form via fax to 202-334-1990 or by email to CashManagement@nas.edu.
- **Please note:** once this process has been completed for a traveler, all ensuing travel reimbursement requests will be paid via direct deposit. Also, in order to be reimbursed in this method, this form **MUST** be submitted well in advanced of submitting your travel expense report (TER).
- If you have any questions, please contact Kathleen Gregory, Manager of the Office of Payments and Reimbursements (OPR) at 202-334-3499.
- If you have any questions or problems with the form, please contact the NAS's Helpdesk (202-334-3430).

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Airport Transportation

- Washington, DC is serviced by three airports. Washington Reagan National Airport (WAS) is the closest and most convenient. Other airports include Dulles International Airport (IAD) and Baltimore-Washington International Airport (BWI).
- The closest Metro stop to the meeting site and hotel is **Foggy Bottom Metro Station;** Taxis and airport shuttles are also available daily throughout the metropolitan area.
- Rental cars are **NOT** reimbursable for meetings based in Washington, DC.

III. Hotel

PLEASE CONTACT CLAUDETTE BAYLOR-FLEMING VIA EMAIL ONLY AT CBAYLOR@NAS.EDU TO BOOK YOUR HOTEL.

Booking

- Please contact Claudette Baylor-Fleming via email at cbaylor@nas.edu to book your room reservation.
- All reservations must be made by **Monday, May 22, 2017**. The room block is **NOT** guaranteed after this date.
- **GUIRR members** are asked to pay for their own hotel accommodations up front, but can submit the receipt to GUIRR for reimbursement following the meeting.
- The hotel expense will be covered for one representative from each GUIRR member organization. *If your plans change, please contact **Claudette** to cancel your room reservation; otherwise, you will be responsible for covering the cost of your unutilized room*.

Shuttle Service

Tuesday, June 27, 2017
- Shuttle service will be provided to and from the hotel for the opening dinner. The shuttle will depart the hotel at **4:30 pm** and **5:00 pm** Tuesday, June 27, to bring guests to the dinner.
- Following the dinner, one shuttle will depart the National Academy of Sciences Building at **8:45 pm,** returning to the hotel.

Wednesday, June 28, 2017
- Shuttle service will transport guests from the hotel to the meeting at **6:50 am** and **7:15 am** Wednesday, June 28, departing the hotel promptly**.**
- There is no shuttle service after the meeting concludes on Wednesday afternoon, June 28. **Taxi cabs** are readily available alongside the NAS Building (20th Street, NW) for those returning to the airport.

IV.   Staff Contacts

Susan Sloan Director	ssloan@nas.edu	202.334.1706 (Office) 703.626.0967 (Cell)
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