

# The Role of State Governments in ECONOMIC DEVELOPMENT and R&D COMPETITIVENESS

October 17-18, 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

<u>TUESDAY, OCTOBER 17, 2017</u>	<u>WEDNESDAY, OCTOBER 18, 2017</u>
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 LIMITED 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](#)

*The National Academies of*  
SCIENCES • ENGINEERING • MEDICINE

## II. Air Travel

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### 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: PGA170003** (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 one 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](mailto:cbaylor@nas.edu)

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### 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](mailto: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](mailto: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.

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## III. Hotel

**THE AVENUE SUITES**  
2500 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20037  
1.888.874.0100

### Booking

- One hotel room will be held for each speaker, traveling Council member, and U-I Partner institution in the representative's name until **August 25, 2017**. To change or cancel your reservation please contact Claudette Baylor-Fleming: [cbaylor@nas.edu](mailto:cbaylor@nas.edu).
- The hotel expense will be covered for **one** representative from each GUIRR member organization. If your plans change, please contact Claudette Baylor-Fleming to cancel or change your room reservation; otherwise, you will be responsible for covering the cost of your unutilized room.

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### Shuttle Service

- Shuttle service will be provided to and from the **Avenue Suites Hotel** for the opening dinner. The shuttle will depart the Avenue Suites Hotel at **4:30 p.m.** and **5:00 p.m.** Tuesday evening, October 17, to bring guests to the dinner.
- Following the dinner, one shuttle will leave the National Academy of Sciences Building at **9:00 p.m.**, returning to the Avenue Suites Hotel.
- Shuttle service will transport guests from the Avenue Suites Hotel to the meeting on Wednesday morning, October 18, leaving the hotel at **7:00 a.m.** and **7:30 a.m.**
- There is no shuttle service after the meeting concludes on Wednesday afternoon, October 18. Taxi cabs are readily available alongside the NAS Building (20<sup>th</sup> Street, NW).
- [Walking directions](#) are provided for those wishing to walk from the Avenue Suites Hotel to the meeting.

#### IV. Staff Contacts

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<b>Claudette Baylor-Fleming</b> Administrative Coordinator	<a href="mailto:cbaylor@nas.edu">cbaylor@nas.edu</a>	202.334.3994 (Office) 202-330-3506 (Cell)