

Government-University-Industry Research Roundtable

Reimagining the University

Attendance is by invitation only – GUIRR Members

October 9-10, 2012

	Meeting Logistics
HOTEL	THE MELROSE HOTEL 2430 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20037 PLEASE REFER TO GROUP CODE 1210NASGUI TO OBTAIN THE PREFERRED RATE OF \$226/NIGHT. TO BOOK YOUR HOTEL RESERVATION, PLEASE CALL: 1-800-979-1983 OR <u>CLICK HERE TO BOOK AN ONLINE RESERVATION.</u> Reservation must be made by <u>Wednesday, September 12, 2012</u>. The room block is <u>NOT</u> guaranteed after this date. GUIRR members are asked to book and pay for their own hotel accommodation up front, but can submit the receipt to GUIRR for reimbursement following the meeting. The hotel expense will be covered for <u>one</u> representative from each GUIRR member organization. <i>If your plans change, please cancel your room reservation; otherwise, you will be responsible for covering the cost of your unutilized room.</i> If you require assistance while making your hotel reservation, please contact Laurena Mostella at lmostella@nas.edu <i>A refined retreat with a boutique sensibility all its own, the Melrose Hotel offers a luxurious atmosphere for business and leisure travelers with exceptional comforts and customer-focused services in the heart of Washington, DC.</i> <i>Ideally located just two blocks from Georgetown and the Foggy Bottom Metro Station, the Melrose Hotel is within easy reach of leading landmarks, museums and places of interest in Washington, DC while providing an oasis of calm from the city hustle. From our prime location, enjoy convenient access to the White House, the National Mall, Georgetown and the Potomac Riverfront, the Kennedy Center for the Performing Arts, and George Washington University and Hospital.</i>
MEETING REGISTRATION LINK	<u>https://www.SignUp4.net/Public/ap.aspx?EID=GUIR14E</u>
SHUTTLE SERVICE	SHUTTLE SERVICE WILL BE PROVIDED TO AND FROM THE MELROSE HOTEL FOR THE OPENING DINNER. THE SHUTTLE WILL DEPART THE HOTEL AT 5 P.M. AND 5:30 P.M. TUESDAY EVENING, OCTOBER 9. ONE SHUTTLE WILL LEAVE THE NAS BUILDING AT 8:30 P.M. AND ANOTHER AT 9:00 P.M. TUESDAY, FOLLOWING THE DINNER, FOR THE RETURN TRIP TO THE HOTEL. SHUTTLES WILL ALSO TRANSPORT GUESTS FROM THE HOTEL TO THE MEETING ON WEDNESDAY MORNING, OCTOBER 10, LEAVING THE HOTEL AT 7:15 A.M. AND 7:45 A.M. SHARP. FOR THOSE WISHING TO WALK FROM THE HOTEL TO THE NAS BUILDING, INCLUDED HEREIN IS A LINK WITH WALKING DIRECTIONS <u>CLICK HERE TO VIEW</u> .

DINNER AND MEETING LOCATION	THE NATIONAL ACADEMY OF SCIENCES BUILDING 2101 CONSTITUTION AVENUE, NW WASHINGTON, D.C. 20418 TUESDAY, OCTOBER 9, 2012 5:30 P.M. COCKTAIL RECEPTION (NAS GREAT HALL) 6:30 P.M. DINNER (NAS GREAT HALL) WEDNESDAY, OCTOBER 10, 2012 (GENERAL MEETING, LECTURE ROOM) <i>Working meals for breakfast and lunch will be provided during the meeting</i> 7:30 A.M. CONTINENTAL BREAKFAST (EAST COURT) 8:00 A.M. GENERAL MEETING (LECTURE ROOM) 11:30 A.M. PLATED LUNCH (WEST COURT) 3:00 P.M. ADJOURN	
AIR TRAVEL	All meeting attendees are encouraged to book their travel through Kentlands Travel Agency. NOTE to GUIRR Member organizations: Your air reservation (economy class for <u>one</u> representative) will be charged to GUIRR's corporate credit card. To make your air reservations through Kentlands, please call 301-948-2448 or 800-552-6425 and reference Event Code: PGA120173. <i>After hours and emergency: 1-888-565-9174.</i> <u>Foreign travel reservations must be made through our travel agency.</u> Please contact lmostella@nas.edu in advance if your airfare will exceed \$500 or your hotel expenses will exceed the government-allowable per diem. Members will also be responsible for any penalty fees incurred due to travel cancellation (typically \$150) or for modifying a ticket.	
REIMBURSEMENT	Reimbursement will be made after the meeting via a <u>Travel Expense Report (TER)</u>. Please submit report to <u>lmostella@nas.edu</u>	
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). Rental cars are NOT reimbursable for meetings based in Washington, DC. Taxis and shuttles are available daily throughout the metropolitan area. The closest metro to the meeting site and hotel is Foggy Bottom Metro.	
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