



**STRATEGIES FOR  
ENGAGEMENT OF  
NON-TRADITIONAL  
PARTNERS IN THE  
RESEARCH ENTERPRISE**

June 12-13, 2018  
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 12, 2018	WEDNESDAY, JUNE 13, 2018
3:00 – 5:00 P.M. COUNCIL MEETING (CLOSED SESSION) 5:00 – 6:30 P.M. NETWORKING MIXER (EAST COURT) 6:30 – 8:00 P.M. DINNER AND KEYNOTE PRESENTATION (WEST COURT)	7:30 A.M. CONTINENTAL BREAKFAST (WEST COURT) 8:00 A.M. GENERAL MEETING (NAS 120) 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](#)

## 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: PGA180005** (After hours and emergency: 1-888-565-9174.)
- Foreign travel reservations **must** be made through our travel agency **ONLY**.
- 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. Please email Claudette Baylor-Fleming for the form. Completion of the 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.

## III. Hotel

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**THE MELROSE HOTEL**  
2430 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20037  
1.800.635.7673

### Booking

- One hotel room will be held for each speaker, traveling Council member, and U-I Partner institution in the representative's name until **Thursday, April 26, 2018**. 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.

If you require assistance making your hotel reservation, please contact [cbaylor@nas.edu](mailto:cbaylor@nas.edu).

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### Shuttle Service

- Shuttle service will be provided to and from the **Melrose Hotel** for the opening dinner. The shuttle will depart the Melrose Hotel at **4:30 p.m.** and **5:00 p.m.** Tuesday evening, June 12, to bring guests to the dinner.
- Following the dinner, one shuttle will leave the National Academy of Sciences Building at **9:00 p.m.** and return to the Melrose Hotel.
- Shuttle service will transport guests from the Melrose Hotel to the meeting on Wednesday morning, June 13, 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, June 13. Taxis are readily available alongside the NAS Building (20<sup>th</sup> Street, NW).
- [Walking directions](#) are provided for those wishing to walk from the Melrose Hotel to the meeting.

#### IV. Staff Contacts

<b>Susan Sloan</b> Director	<a href="mailto:ssloan@nas.edu">ssloan@nas.edu</a>	202.334.1706 (Office) 703.626.0967 (Cell)
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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)