

Logistics

"Setting a Course for Antarctic Integrated and Systems Science (AISS):

A Workshop and Report"

Location: National Science Foundation, National Science Board Room, 12th Floor, 4201 Wilson Boulevard, Arlington, Virginia 22230, USA Tel: (703) 292-5111, FIRS: (800) 877-8339 | TDD: (800) 281-8749

Dates: 13-15 June 2007

Lodging: NSF has signed a contract for rooms with the Holiday Inn June 12-15, 2007 for the workshop at the rate of \$162/day plus tax for rooms with a King or two Double Beds. Individuals will need to make their own reservations by calling 703-243-9800. You must identify yourself as being with the NSF-OPP-AISS Workshop. Alternatively you can mail e-mail your request to information@hiava.com by sending arrival data, departure date, guarantee credit card and again identify yourself as being with the NSF-OPP-AISS Workshop. Reservations must be received on or before 11 May 2007. Beyond this date, reservations will be subject to the prevailing room rate (which shouldn't be reimbursed above the government rate). The cancellation policy requires 72 hours prior to arrival notification. Desiree Marshall in OPP is the point of contact should any issues arise. She can be reached at 703-292-7433 or demarsha@nsf.gov.

Airline Reservations: Each participant is responsible for making their own airline reservations.

Reimbursement: For those that have been notified of the award of a travel grant, expenses will be reimbursed once you have filed an expense account following the procedures below. No cash advances are available. If you have any questions please contact Gayle Willis at GWillis@vprmail.tamu.edu.

- [Instuitions for Filing an Expense Account](#)
- [Expense Account Form](#)