

**Climate Working Group  
Spring Meeting  
CRM Review  
24-26 March 2008  
Princeton**

**GENERAL INFORMATION**

**AGENDA**

(Separate document)

**MEETING VENUE (map attached)**

Hyatt Regency Princeton  
102 Carnegie Center  
U.S. Highway 1  
Princeton, NJ 08540  
Tel: 609-987-1234  
Guest Fax: 609-987-1658  
Web: <http://princeton.hyatt.com>

Check-in time: 3:00 p.m.

Check-out time: 12:00 p.m.

We will be meeting in the Austin/Savannah Room on the Lobby Level (See diagram).

**NOTE:** The public portion of the Review begins at 8:30 a.m., Monday morning and end at 10:30 a.m., Wednesday morning.

**LODGING**

Please note a block of rooms was held for our group at the Hyatt Regency Princeton for the nights of 23-26 March 2008, at the government rate, \$137.00/night plus 15% tax (Total \$157.55).

**All reservations are being handled by Brian Jackson at UCAR via a rooming list with the hotel. The cut-off date for making your reservation request was 28 February 2008. However, if you still need a room, please contact Brian as soon as possible:**

**Federal attendees** – Please forward your arrival and departures dates and any special hotel requests, including your Hyatt Gold Passport number, to Brian Jackson (303-497-8663, [bjackson@ucar.edu](mailto:bjackson@ucar.edu)) as soon as possible. Closer to the meeting dates, Brian will send you your confirmation number. You will be responsible for your own room and tax charges as well as all incidental expenses.

**UCAR-supported attendees** – See **TRAVEL** below. Your room and tax charges will be direct-billed to UCAR, but you are responsible for all incidental expenses.

**Cancellation Policy:** Reservations must be canceled by 3:00 p.m. the day prior to your scheduled arrival in order to avoid a no-show charge. Please contact Brian Jackson if you need to cancel your reservation. You will be provided with a cancellation number.

The CONUS M&IE rate for Princeton currently is \$44.00.

### **AUDIO VISUAL**

The hotel offers T-Mobile wireless high-speed Internet connections in the guest rooms for a daily charge of \$9.99. This service also works in the hotel's public areas, but not in the meeting space.

**NOTE: There will be no Internet access in the meeting room.**

### **PRESENTATIONS**

An Apple OSX Titanium laptop will be used for all presentation projections. However, if your PowerPoint presentation was prepared on a PC and contains animations, please plan to use your own PC laptop to make your presentation. Please see Brian at your earliest convenience to load the presentation or test your laptop with the equipment in advance of your presentation time.

### **WORKING LUNCHES**

Working lunches will be provided on Monday and Tuesday 24-25 March. It is assumed that all meeting participants will attend.

**Federal attendees** - Please note that UCAR is not allowed to provide meals for federal employees. Therefore, it is requested that federal employees contribute \$12.00 for each lunch (the lunch portion of the M&IE for Princeton).

It is now possible to pay UCAR via the Internet! Please note that UCAR accepts Visa and MasterCard only. You may combine the lunches and the group dinner; see **PAYMENT** below.

**UCAR-supported attendees** - \$24.00 for the three lunches will be deducted from the travel expense reimbursement claims of those attendees receiving travel support from UCAR.

### **GROUP DINNER**

There will be a group dinner on Tuesday evening, 25 March, at the hotel. Dr. Pacala and Dr. Sarmiento, from Princeton University, will be guest speakers during the dinner.

**Please RSVP at your earliest convenience to Brian if you plan to attend. Please be sure to indicate any special dietary restrictions (i.e., vegetarian).**

**Federal attendees** - It is requested that federal employees contribute \$21.00 for the dinner (the dinner portion of the M&IE for Princeton).

It is now possible to pay UCAR via the Internet! Please note that UCAR accepts Visa and MasterCard only. You may combine the lunches and the group dinner; see PAYMENT below.

You may combine the lunches and the group dinner in one Registration payment:

2 working lunches	\$24.00
<u>Group dinner</u>	<u>\$21.00</u>
<b>Total Registration</b>	<b>\$45.00</b>

**UCAR-supported attendees** - \$21.00 for the dinner will be deducted from the travel expense reimbursement claims of those attendees receiving travel support from UCAR.

### PAYMENT

To make your payment:

1. Proceed to <https://www.fin.ucar.edu/epayment/startEpayments.do>
2. Under "Payment Select", click on "Other Items" and then from the drop-down menu, choose " CWG CRM Review - Princeton - 24-26 March 2008 - Reg. Fee ", and then click on the "Next" button.
3. On the following screen, enter the amount (\$45.00) and fill in your billing information. When you are ready, click on the "Start Process" button.
4. You will receive an e-mail confirming your payment.

If you prefer to pay by check, please make it payable to "UCAR." Brian Jackson will accept checks onsite in Princeton or by mail. Receipts for check or cash payments will be provided upon request following the meeting.

### DRIVING DIRECTIONS

**FROM WASHINGTON, D.C.:** Follow I-95 into New Jersey. After approximately 10 minutes in New Jersey, I-95 will become I-295. Take Exit 67 to Route #1 North and follow for 4 miles to the Alexander Road Exit. Turn right at the traffic light onto Alexander Road and turn right at first light into the Carnegie Center. The Hyatt Regency Princeton entrance will be on the right.

**FROM NEWARK INTERNATIONAL AIRPORT (NJ):** Follow signs out of the airport to the New Jersey Turnpike South. Take the NJ Turnpike South to Exit #9 (New Brunswick). After the toll, bear to the right and head up Route #18 North for

approximately 1/2 mile. From Route #18 North, get on Route #1 South for approximately 18 miles to Princeton, to the Alexander Road East Exit. Follow Alexander Road East for two traffic lights and turn right into the Carnegie Center. Make the first right into the Hyatt entrance.

**FROM PHILADELPHIA INTERNATIONAL AIRPORT (PA):** Exit the Airport onto I-95 North. Follow I-95 into New Jersey. After approximately 10 minutes in New Jersey, I-95 will become I-295. Take Exit 67 to Route #1 North and follow for 4 miles to the Alexander Road Exit. Turn right at the traffic light onto Alexander Road and turn right at first light into the Carnegie Center. The Hyatt Regency Princeton entrance will be on the right.

**FROM J.F.K INTERNATIONAL AIRPORT (NY):** Take the Belt Parkway West to the Verrazano Bridge (you will see signs for New Jersey). Follow signs to New Jersey taking Route #278 West (approximately 15 minutes). Follow signs to the Goethals Bridge. Go over the Goethals Bridge and follow signs for the New Jersey Turnpike. Take the New Jersey Turnpike to Exit #9 (New Brunswick). After you pay the toll, get in the far right hand lane for Route #18 North. Follow Route #18 North (approximately 1/8 mile) to Route #1 South. Follow Route #1 South (approximately 17 miles) to Alexander Road East. Follow Alexander Road to second traffic light and turn right into the Carnegie Center. The hotel will be at the first driveway on the right.

**FROM TRENTON-MERCER AIRPORT (NJ):** Follow signs for Route #95 North. Take I-95 North for approximately 8 miles to I-295. Take Exit 67 to Route #1 North (New Brunswick) for 4 miles to Alexander Road East Exit. Turn right at the traffic light onto Alexander Road and turn right at first light into the Carnegie Center. The Hyatt Regency Princeton entrance will be on the right.

### **PARKING**

The Hyatt Regency Princeton offers free, on-site parking.

### **TRAVEL TO PRINCETON**

There are several options for traveling to Princeton:

1. From Washington – Amtrak to Trenton, then taxi to Hyatt. The taxi ride from Trenton to Princeton takes approximately 20 minutes and costs roughly \$25.00.
2. From Washington – Amtrak to Newark Liberty Airport, then Amtrak, NJ Transit, shuttle, car service or rental car to Princeton.
3. From Newark Liberty Airport – Amtrak, NJ Transit, shuttle, car service or rental car to Princeton.
4. From Philadelphia Airport – Airport train (SEPTA) to 30th Street Station, then Amtrak, NJ Transit train, shuttle, car service or rental car to Princeton.

The hotel staff recommend traveling directly to Trenton by Amtrak and on to Princeton by taxi, or to Newark or Philadelphia by plane and then by Amtrak, NJ Transit, car service, shuttle or rental car to Princeton. The taxi ride from Trenton to Princeton takes approximately 20 minutes and costs roughly \$25.00.

The drive from the Newark and Philadelphia airports to Princeton takes approximately one hour and fifteen minutes. Tolls on the NJ Turnpike runs around \$5.00-\$7.00. A taxi from the Princeton Junction Station runs about \$5.00-\$10.00. The trip is about 1 mile.

Amtrak:  
[www.amtrak.com](http://www.amtrak.com)

New Jersey Transit:  
[www.njtransit.com/sf/sf\\_servlet.srv?hdnPageAction=TrainSchedulesTo](http://www.njtransit.com/sf/sf_servlet.srv?hdnPageAction=TrainSchedulesTo)

Olympic Airporter Shuttle (Newark Liberty Airport)  
609-587-6600 or 800-468-6696 (toll-free), <http://olympicairporter.com>  
Schedule varies / Reservations required.  
Rate: \$28 per person, one-way

Princeton Class 1 Limo (Newark Liberty Airport)  
609-924-6645 or 877-924-6645 (toll-free)

Southeastern Pennsylvania Transportation Auth. (SEPTA) Trains (Philadelphia)  
215-580-7800, [www.septa.org/service/rr\\_schedules.html](http://www.septa.org/service/rr_schedules.html)

Rapid Rover Shuttle (Philadelphia)  
856-428-1500, [www.rapidrover.com/](http://www.rapidrover.com/)

NJ Pass Ride (Philadelphia)  
[www.njpassride.com/schedule.html](http://www.njpassride.com/schedule.html)

AAA Airport One / Transline (Philadelphia)  
215-677-3544

**SAMPLE ITINERARY ON AMTRAK:**

SUNDAY – 3/23

AMTRAK Train# 158

Departs: WASHINGTON - UNION STATION (WAS) 6:20 PM

Arrives: TRENTON (TRE) 8:47 PM

WEDNESDAY – 3/26

AMTRAK Train# 125

Departs: TRENTON (TRE) 12:28 PM

Arrives: WASHINGTON - UNION STATION (WAS) 2:55 PM

**HOTEL SHUTTLE SERVICE**

Complimentary hotel shuttle service within a 5 mile radius of the hotel, including the Princeton Junction Station, by reservation. Contact hotel directly at 609-987-1234.

### TRAVEL ARRANGEMENTS AND SUPPORT

**Federal attendees** are responsible for their own travel arrangements (see LODGING above).

**UCAR-supported attendees** - Travel arrangements for non-federal participants (i.e., paid directly by the U.S. Treasury) will be handled by Brian Jackson through UCAR. Please contact Brian <[bjackson@ucar.edu](mailto:bjackson@ucar.edu)> as soon as possible regarding your travel plans, if you have not done so already. Please include the following information:

- \* preferred dates and departure times
- \* preferred departure airport or train station
- \* your name as it appears on your driver's license
- \* any frequent flyer program account numbers
- \* your seating preference
- \* your Hyatt Gold Passport number

