Mid-Year Meeting Participation

ASTSWMO is pleased to invite State and Territorial (State), Hazardous Waste, Superfund, Brownfields, Tanks (LUST and State Funds), Federal Facilities, and Materials Management managers, as well as EPA Headquarters and Regional staff, DOD officials, and other invited guests to the April 23-24, 2015, ASTSWMO Mid-Year Meeting in North Little Rock, AR. Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be given to our members, federal officials, and invited guests.

Meeting Agenda

As ASTSWMO continues to celebrate 40 years as an organization, this year’s Mid-Year Meeting will feature the theme “Communication for Changing Environments.” During the meeting, speakers will discuss the changing channels of communication and how to incorporate these changes into waste management as well as environmental cleanups and policy.

A detailed agenda will be available on our website, astswmo.org, and will be updated as new information becomes available.

Meeting Registration

ASTSWMO is NOT charging a registration fee for the 2015 Mid-Year Meeting. All attendees must register for the meeting. The last day to register with ASTSWMO is Friday, March 27, 2015. ASTSWMO also reserves the right to close registration early if capacity is reached prior to March 27. There will be no on-site registration for the Mid-Year Meeting.

As you complete the registration form, we ask that you:
  o please do not use all uppercase or all lowercase letters in typing your contact information (correct example – Jane Smith); and
  o please use dash marks when entering your phone and fax numbers (i.e., 202-640-1060).
Please [click here](#) for the online registration form. A confirmation of registration e-mail will be forwarded to you upon receipt of your completed registration form. Please note that confirmation of reimbursement will be sent separately by ASTSWMO staff. Please do not make any travel arrangements before you receive the reimbursement confirmation from ASTSWMO staff. If you need additional assistance regarding registration, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or barbarah@astswmo.org).

**Sponsorship Opportunities**

ASTSWMO is offering sponsorship opportunities at the Mid-Year Meeting. If you are interested in sponsoring a portion of the Mid-Year Meeting, please contact Dania Rodriguez, ASTSWMO Executive Director, at daniar@astswmo.org.

**Reimbursement Opportunities**

ASTSWMO has funding available to reimburse a limited number of State Brownfields, Federal Facilities, Hazardous Waste, Materials Management, Superfund, and Tanks (LUST and State Funds) managers for their travel expenses, lodging, and meals on a first-come, first-serve basis. Unlike program meetings, we do not have reimbursement slots per State for the Mid-Year Meeting. Within the first-come, first-serve funding, only one reimbursed attendee per State per funding source will be allowed, and ASTSWMO encourages State staff to predetermine which employees will travel with ASTSWMO funding. After the plenary sessions, reimbursed attendees are expected to attend the program breakout session(s) related to their funding source. For example, Brownfields-funded attendees are expected to attend the Brownfields session(s).

ASTSWMO’s current travel and reimbursement policies and procedures are located on our website’s Travel and Reimbursement page. Please review these policies; they have changed recently and may be different from others you are used to using. For more information regarding ASTSWMO travel procedures and allowable expenses, please contact Barbara Hall (202-640-1066 or barbarah@astswmo.org).

ASTSWMO strongly suggests that attendees make their hotel reservations in advance of receiving out-of-state travel approval and/or funding confirmation from ASTSWMO to ensure room availability at the contracted rate. You can cancel your hotel reservations later, if necessary. **Additional night stay-overs must be pre-approved** by ASTSWMO prior to travel. **ASTSWMO does not reimburse travelers for hotel or meal expenses associated with additional stay-over days before or after the meeting.** If you plan to travel earlier than April 22 (April 21 for the Board of Directors and Federal Facilities Subcommittee members) or return home later than April 24, you must submit a completed Special Travel Request form and the supporting documentation to Barbara Hall in the ASTSWMO office (fax: 202-331-3254 or email to barbarah@astswmo.org) prior to finalizing your travel plans.

If the meeting attendee travels outside of the approved travel dates and does not receive approval prior to their travel, then ASTSWMO reserves the right not to reimburse the traveler for their airfare or mileage.
The Special Travel Request forms are located on our website’s Travel and Reimbursement page. Should you have any questions regarding reimbursement or special travel, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or barbarah@astswmo.org).

Also, please note: For those who will be reimbursed by ASTSWMO, please submit your reimbursement claim as soon as you return from the meeting. ASTSWMO’s policy is that all reimbursements must be postmarked within 30 days of travel. Therefore, all Annual Meeting reimbursements must be postmarked no later than Wednesday, May 27, 2015.

Hotel Accommodations and Rates

The 2015 ASTSWMO Mid-Year Meeting will be held at the Wyndham Riverfront. The hotel is located in North Little Rock, AR and is a short distance from restaurants, shopping, sites, and more.

ASTSWMO has reserved a block of sleeping rooms at the government rate of $89 for single occupancy and $10.00 per each additional person, plus 13.5% State and local taxes ($101.02). This rate includes breakfast buffet in the hotel’s restaurant. Room reservations will be accepted through Friday, March 27, 2015; reservations made after that date will be subject to room and date availability. Attendees should contact Wyndham Riverfront Reservations, and must specify that their reservation is with the “ASTSWMO” when making reservations over the phone with the hotel.

To book your room at the Wyndham Riverfront:

Dial: 1-877-999-3223
Group code: ASTSWMO (for phone reservations only)

All reservations must be accompanied by a first night’s room deposit or guaranteed with a major credit card. Failure to cancel a guaranteed reservation will result in a charge of one night’s room and tax applied to the credit card or forfeiture of the deposit. The deposit will be forfeited for all no-shows and for all reservations canceled within 24 hours prior to arrival. Hotel check-in is 3:00 PM and checkout is 11:00AM. Please visit the hotel website for more information about their cancelation policies: http://www.wyndham.com/hotels/arkansas/north-little-rock/wyndham-riverfront-little-rock/information-hotel-policies

The federal per diem rate for North Little Rock, AR is $61/day for meals and incidental costs. However, note that ASTSWMO reimburses actual expenses, not a flat per diem, for these items. We require original receipts for expenses over $75, which is typically airfare, hotel, and airport parking.
Airports and Transportation

Airports

The closest and most convenient airport is the Bill and Hillary Clinton National Airport (LIT), located about 7 miles from the hotel.

Taxis/Shuttles

If you are unable to utilize the complimentary hotel shuttle, the minimum taxicab fares are about $25 from Clinton National Airport (LIT), to the hotel. The airport is serviced by Super Shuttle service and other group transportation modes, which are the most cost-effective options. Go to http://www.clintonairport.com/ for more detailed ground transportation information. If possible, please share a cab with fellow attendees. ASTSWMO does not reimburse for rental cars.

Hotel Shuttle to/from Clinton (LIT) Airport:

The Wyndham Riverfront offers a complimentary shuttle between the hotel and Clinton National Airport, which runs from 6am to 11pm. After arriving at Clinton National Airport, the guest should dial (501) 612-8749 to reach the shuttle driver, who should arrive between 15-20 minutes.

Travel by Personal Auto

Members seeking reimbursement who wish to drive to the Mid-Year Meeting may do so provided that the total roundtrip mileage is less than or equal to 500 miles and the total cost of driving does not exceed the cost of regular roundtrip airfare. If more than 500 miles, then members must obtain prior approval from ASTSWMO by completing the Special Travel Request form and Work Sheet B prior to travel as well as the supporting documentation (download this form from the ASTSWMO website’s Travel and Reimbursement page or call the ASTSWMO office to obtain these forms). Costs are calculated at the current federal mileage rate of $0.575 per mile, plus tolls. Please Note: ASTSWMO does not reimburse for on-road hotel and meal costs. If you travel by car, ASTSWMO will reimburse for the onsite hotel self-parking fee. If self-park is not available, ASTSWMO will reimburse the full cost of valet parking. A receipt is required when the total cost of the parking exceeds $75, regardless of the daily rate.

Driving Directions

Please visit the hotel website for detailed driving instructions:
Special Accommodations

Please contact Barbara Hall in the ASTSWMO office (barbarah@astswmo.org or 202-640-1066) with any special accommodation needs. You may also list them on the registration form, which has a text box in which to list ADA and other special needs.

Green Meeting

ASTSWMO is committed to minimizing the environmental impact of this meeting through decreasing the amount of solid waste produced by the event and disposing of solid and liquid wastes generated at the event in an environmentally responsible manner. As such, ASTSWMO has evaluated how best to distribute information on the meeting prior to and following the event.

Please note that paper copies of presentations will not be provided at the meeting. Instead, we encourage all speakers to provide their presentations in electronic format for posting on the ASTSWMO website, so that attendees can download and/or print their own copies in advance. We suggest that all attendees and speakers print any materials on recycled paper stock using both sides of the paper. Should you wish to distribute informational materials at the meeting, please bring only what is needed and take back with you everything that you don’t hand out. The hotel will provide on-site recycling of paper, plastic, and glass at the meeting. All meeting presentations and handouts must be sent to Molly Lowney, ASTSWMO (mollyl@astswmo.org) by Friday, April 17, 2015.

DEADLINES TO REMEMBER

Meeting Registration Deadline: Friday, March 27, 2015
Hotel Room Block Cut-off Date: Friday, March 27, 2015
Presentation Materials Due: Monday, April 17, 2015
Reimbursement Deadline: Wednesday, May 27, 2015

More information

www.astswmo.org
http://www.clintonairport.com/
www.weather.com