

ASTSWMO Annual Meeting
“Modernizing Environmental Protection”
October 25 - 26, 2018

Bethesda Hyatt Hotel
Bethesda, MD

Annual Meeting Participation

ASTSWMO is pleased to invite State and Territorial (State) Brownfields, Federal Facilities, Hazardous Waste, Superfund, Tanks (UST & State Fund-FR), and Materials Management managers, as well as EPA Headquarters and Regional staff, DOD officials, and other invited guests to the October 25 - 26, 2018 ASTSWMO Annual Meeting in Bethesda, MD. 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

ASTSWMO will feature the theme of “Modernizing Environmental Protection” for this meeting. The morning plenary on October 25th will feature speakers discussing the theme from both personnel and programmatic perspectives.

A draft agenda is available on our website, astswmo.org, and will be updated as new information is received.

Reimbursement Opportunities

ASTSWMO has funding available to reimburse a limited number of State Brownfields, Federal Facilities, Hazardous Waste, Materials Management, Superfund, and Tanks (UST and State Fund-FR) managers for their travel expenses, lodging, and meals. Unlike program meetings, we do not have reimbursement slots per State for the Annual Meeting. ASTSWMO encourages State staff to predetermine which employees will travel with ASTSWMO funding.

To expand the number of States whose participation we are able to fund, ASTSWMO is setting a cap on the total reimbursement amount per traveler. ASTSWMO staff will inform attendees who are seeking reimbursement in a separate email if they are confirmed for reimbursement. In addition, priority for the limited funding will be given to a State or member who has not received funding to attend an ASTSWMO meeting over the last two years. After the plenary sessions, reimbursed attendees are expected to attend the program breakout session(s) related to their funding source. For example, Hazardous Waste-funded attendees are expected to attend the Hazardous Waste session(s).

Note: ASTSWMO currently does not have funding available to reimburse Federal Facilities members for their participation; however, we are collecting reimbursement requests during registration. If funding is not received by October 1, members requesting Federal Facilities reimbursement will be notified that reimbursement cannot be provided and ASTSWMO will notify all attendees that the Federal Facilities breakout sessions and roundtables will be cancelled.

ASTSWMO's current travel and reimbursement policies and procedures are located on our website's [Meetings 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 the appropriate ASTSWMO staff for the program under which you are seeking funding:

- Tanks (UST and State Fund-FR) and Federal Facilities: Charles Reyes, charlesr@astswmo.org
- Superfund and Brownfields: Scott Lauher, scottl@astswmo.org
- Hazardous Waste and Materials Management: Kerry Callahan, kerryrc@astswmo.org

If you are requesting ASTSWMO reimbursement, ASTSWMO staff will send an e-mail regarding confirmation of reimbursement by September 21, 2018. Please do not make any travel arrangements before you receive the reimbursement confirmation from ASTSWMO staff.

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. If necessary, you can cancel your hotel reservations up to 24 hours prior to check-in without penalty. **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 October 24 (October 23 for the Board of Directors) or return home later than October 26, you must submit a completed Special Travel Request form and the supporting documentation to Kerry Callahan in the ASTSWMO office (email to kerryrc@astswmo.org or to fax number: 202- or) 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 [Meetings page](#). Should you have any questions regarding reimbursement or special travel, please contact Kerry Callahan in the ASTSWMO office (202-640-1062 or kerryrc@astswmo.org).

Also, please note: For those who will be reimbursed by ASTSWMO, please submit your reimbursement claim electronically to the appropriate ASTSWMO program staff as soon as you return from the meeting. ASTSWMO's policy is that all reimbursements must be received within 30 days of travel. Therefore, all Annual Meeting reimbursements must be received via email no later than November 26, 2018.

Meeting Registration

ASTSWMO is **NOT** charging a registration fee for the Annual Meeting. All attendees must register for the meeting. The last day to register with ASTSWMO is **September 28, 2018**. ASTSWMO also reserves the right to close registration early if capacity is reached prior to September 28, 2018. There will be no on-site registration for the Annual Meeting.

As you complete the registration form, we ask that you:

- please do not use all uppercase or all lowercase letters in typing your contact information (i.e., – Jane Smith); and
- 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.**

If you are requesting ASTSWMO reimbursement, ASTSWMO staff will send an e-mail regarding confirmation of reimbursement by September 21, 2018. 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 TJ Gannon in the ASTSWMO office (202-640-1065 or timothyg@astswmo.org).

Sponsorship Opportunities

ASTSWMO is offering sponsorship opportunities at the Annual Meeting. If you are interested in sponsoring a portion of the Annual Meeting such as a refreshment break, please contact Dania Rodriguez, ASTSWMO Executive Director, at daniar@astswmo.org.

For more details on Sponsorship, please read our [Sponsorship Policy](#).

Hotel Accommodations and Rates

The 2018 ASTSWMO Annual Meeting will be held at the **Hyatt Regency Bethesda**. The hotel is located in downtown Bethesda and is within walking distance to restaurants, shopping, galleries and more.

Hyatt Regency Bethesda
One Bethesda Metro Center (7400 Wisconsin Ave)
Bethesda, Maryland 20814
301-657-1234

<https://www.hyatt.com/en-US/hotel/maryland/hyatt-regency-bethesda/bethe>

ASTSWMO has reserved a block of sleeping rooms at the government rate of \$250 plus applicable State and local taxes (currently 13%). Room reservations will be accepted through **Monday, October 1, 2017**; reservations made after that date will be subject to room and date availability.

To book your room at the Hyatt Regency Bethesda, please visit the hotel's dedicated ASTSWMO Annual Meeting website:

<https://aws.passkey.com/go/ATSW>

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 noon.

The federal per diem rate for Bethesda, MD is **\$76/day for meals and incidental costs on non-travel days**. However, note that ASTSWMO reimburses actual expenses, not a flat per diem, for these items. **We require original receipts for expenses \$75 and over, which is typically airfare, hotel, taxi receipts and airport parking.**

Airports and Transportation

Airports

The closest and most convenient airport is *Ronald Reagan Washington National Airport (DCA)*, which is approximately 15 miles from the hotel. *Washington Dulles International Airport (IAD)*, located in suburban Virginia, is about 25 miles from the hotel. The *Baltimore-Washington International Airport (BWI)* is located about 35 miles away near Baltimore, MD.

Metro

The Hyatt Regency Bethesda sits on top of the Bethesda Metro Stop on the Red Line. If you are taking the Metro to the Hotel, take the Red Line towards Shady Grove and get off at the Bethesda Station. For more information and to plan your Metro trip, visit <http://www.wmata.com/>.

Taxis/Shuttles

For comparative purposes, the minimum taxicab fares are about \$25-35 from National Airport, about \$50-60 from Dulles Airport, and approximately \$60-70 from BWI Airport to the hotel. ASTSWMO does not reimburse for rental cars. All airports are serviced by Super Shuttle service and other transportation modes, which are the most cost-effective options.

For more detailed ground transportation information, visit the following sites:

www.metwashairports.com

www.bwiairport.com

<https://www.hyatt.com/en-US/hotel/maryland/hyatt-regency-bethesda/bethe/maps-parking-transportation>

Travel by Personal Auto

Members seeking reimbursement who wish to drive to the Annual Meeting may do so without ASTSWMO pre-approval 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 the [Special Travel Request Form](#) from ASTSWMO's website or call the ASTSWMO office to obtain these forms). Costs are calculated at the current federal mileage rate of \$0.535 per mile, plus tolls. Please submit a completed Special Travel Request form and the supporting documentation to Kerry Callahan in the ASTWMO office (e-mail to

kerry@astswmo.org or fax to: 202-331-3254) prior to finalizing your travel plans. **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 driving directions:

<https://www.hyatt.com/en-US/hotel/maryland/hyatt-regency-bethesda/bethe/maps-parking-transportation>

Special Accommodations

Please contact TJ Gannon in the ASTSWMO office (timothyg@astswmo.org or 202-640-1065) 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.

ASTSWMO Gives Back

Since April 2015, ASTSWMO has been supporting local community development projects and organizations in the cities in which we hold our meetings. Since ASTSWMO began accepting donations, we have raised more than \$ \$8,600 for various charities.

The chosen organization for the 2018 ASTSWMO Annual Meeting is the Earth Conservation Corps (ECC): <https://www.earthconservationcorps.org/>.

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. Any presentations received prior to the meeting will be posted online along with the final agenda and attendee directory.

DEADLINES TO REMEMBER

Meeting Registration Deadline: **Friday, September 28, 2018**

Hotel Room Block Cut-off Date: **Monday, October 1, 2018**

Reimbursement Submittal Deadline: **Monday, November 26, 2018**