



CLARREO Workshop

University of Maryland, Inn and Conference Center
(The building is marked "University of Maryland University College")
3501 University Blvd East
Adelphi, MD

July 17-19, 2007

Meeting Logistics

Please read this document carefully and direct any questions regarding your travel or logistics to Ms. Robin L. Alford, at 301-850-9134, fax at 301-794-7594 or via email at ralford@infonetic.com.

General Information: The CLARREO Workshop will be held July 17-19, 2007 at the University of Maryland, Inn and Conference Center. The meeting will convene at 8:00 a.m. and conclude at 5:30 p.m. on July 17-18, and end at noon on July 19. A draft copy of the agenda will be available at a later date.

Per Diem: The per diem rates for the Adelphi area are \$162 for lodging and \$64 for M&IE. On travel days, you will receive 75% of the meal per diem, which works out to be \$48. To receive any per diem, you must be on travel for at least 12 hours.

Accommodations: A block of rooms has been reserved at the University of Maryland, Inn and Conference Center. The room rate is \$162.00 per night plus 5% tax. Please call the hotel directly at 301-985-7300 or 800-676-6137 to make your reservation. Please reference the "**CLARREO Workshop**" when booking your room reservation. **The cut-off date to guarantee your room is Friday June 29, 2007.** After June 29 the block of sleeping rooms will be released, and rooms may not be available.

The suggested check-in time is 3:00 p.m. with a check-out time of 12:00 p.m. A major credit card must be used to guarantee your reservation. To cancel a reservation, you must contact the hotel directly by 6:00 p.m. the day of your anticipated arrival.

Parking: Complimentary parking is available at the Inn and Conference Center for meeting attendees. Overnight guests must check in at the Front Desk before parking.

When you enter the parking garage, take a ticket. Upon exit, please show the attendant your meeting badge. PLEASE PARK IN THE GARAGE ONLY. If you park in any other lots, you will be ticketed immediately, and possibly towed.

Airports: Baltimore-Washington International (BWI) is approximately 25 miles (30 minutes) away from the hotel. Reagan Washington National (DCA) is approximately 11 miles (30 minutes) away from the hotel. Washington Dulles International (IAD) is approximately 35 miles (1 hour) away from the hotel.

Ground Transportation:

Shuttle Service -

SuperShuttle provides door-to-door shared-ride service in the Washington Metropolitan area. SuperShuttle provides service from 5:30 am to 12:30 am daily and is available at all three Washington area airports. Twenty-four hour advance reservations are recommended for return flights only. The *approximate* cost to UMUC from the following airports is as follows:

Baltimore Washington International (closest airport)	\$21.00 one way
Ronald Reagan Washington National Airport	\$25.00 one way
Washington Dulles International	\$30.00 one way

Call SuperShuttle directly at 1-800-BLUE-VAN (1-800-258-3826) or visit online to make reservations at www.supershuttle.com.

Taxicabs -

Taxicabs are available at the exits of each terminal at all three airports.

Directions to The Inn and Conference Center:

FROM BALTIMORE: Take I-95 South to Capital Beltway (I-495) to College Park; Take U.S. 1 South (Exit 25); Proceed approximately 1 mile south on U.S. 1; Turn right on 193 West (University Blvd.); At 3rd traffic light (Adelphi) make "U" Turn; Turn right into parking garage.

FROM ANNAPOLIS AND POINTS EAST: Take Route 50 to Capital Beltway (I-495, I-95) North to College Park; Take U.S. 1 South (Exit 25); Proceed approximately 1 mile south on U.S. 1; Turn right on 193 West (University Blvd.); at 3rd traffic light (Adelphi Road) make "U" Turn; Turn right into parking garage.

FROM WASHINGTON, DC: Take New Hampshire Avenue (650 North); Right at light on 193 East (University Blvd.); At 6th traffic light, cross Adelphi Road; Turn right into parking garage.

FROM MONTGOMERY COUNTY AND POINTS WEST: Take Capital Beltway (I-495); Take New Hampshire Avenue/Takoma Park (650 south); At 2nd light, make a left on Adelphi Road; At 3rd light, make a left on University Blvd.; Turn right into parking garage.