

Living with Extreme Weather Workshop Participant Travel Information

The travel information below is for **NON-FEDERAL EMPLOYEE** participants invited to the Living with Extreme Weather Workshop. If you have questions, please contact Amy Tougas (atougas@ou.edu; 405-325-3109)

FEDERAL EMPLOYEES (or those who have been previously designated as Federal invitational travelers) should send an e-mail to Linda Crank, NOAA/OAR/NSSL, at linda.crank@noaa.gov by APRIL 10, 2015. You will receive a return email with information on how to proceed. Please do not make your own travel arrangements without first coordinating with Linda regarding Travel Authorization accounting, use of the DOC travel agency, ground transportation options, etc. You do need to go ahead and **Register for the workshop** at (<https://eventbrite.com/event/15765515080>) - copy and paste the address into your browser if the direct link doesn't work.

Workshop Dates:

Sunday, May 17: Reception (likely to begin around 6 or 6:30pm)
 Monday, May 18: Full workshop day
 Tuesday, May 19: Full workshop day
 Wednesday, May 20: Half workshop day (ending around noon or 12:30pm)

Travel Need	Information	Action to Take...
Airfare	<i>Contacts:</i> Journey House Travel Mary Kaye Park- maryk@journeyhouse.com Brent Sanner- brent@journeyhouse.com (405) 366-8037	Register for the workshop and contact the travel agent to arrange your air travel. These costs will be charged directly to the workshop. We estimated \$500 in airfare per person to our sponsors.
Hotel NCED Marriott (cc.nced.com/)	By registering for the workshop, a reservation will be made at the hotel in your name.	Register for the workshop so that your name will be included on the reservation list. Costs are charged directly to the workshop.
Transportation between OKC airport and NCED Hotel	<ul style="list-style-type: none"> • Airport Express (avg fare = \$38) 405-681-3311 www.airportexpressokc.com • Oklahoma Shuttle/Lightning Express (avg fare = \$33) 405-428-4441 www.oklahomashuttle.com • NCED Marriott (avg fare = \$25) 1-800-682-4560 	Contact one of these 3 services to make reservations based on your flight days and times. The average fare listed is one-way. OKC airport is approximately 30 miles from the hotel SAVE YOUR RECEIPTS
Meals	All meals will be provided as part of the workshop, except for dinner on Tuesday evening	Nothing is required of the participants at this time
Transportation between Hotel and Workshop Venue	Bus transportation will be provided. Pick up and drop off times will be confirmed 1 week prior to the workshop	Nothing is required of the participants at this time
Travel to and from home airport and parking at home airport	These costs will be reimbursed following the workshop	Nothing is required of the participants at this time SAVE YOUR RECEIPT(S)

Participant Checklist

- _____ **Register** for the workshop (<https://eventbrite.com/event/15765515080>) - copy and paste the address into your browser if the direct link doesn't work
- _____ **Contact** the travel agent listed above to arrange air travel to Oklahoma City (OKC)
- _____ **Contact** airport shuttle services to arrange transportation between OKC airport and hotel

If you are a postdoc or graduate student who will attend with an invited participant, your travel costs are supported by the participant who has asked you to attend (the workshop will not be able to cover your costs, with the exception of some meals provided).

- Air travel: Make these arrangements on your own
- Hotel: The workshop rate is available to you – you must contact the hotel to make a reservation (405-447-9000; ncedreserv@marriott.com, cc.nced.com)
- Transportation between OKC airport and NCED hotel: contact information is listed in the table above)
- Meals: will be provided by the workshop, except for Tuesday evening dinner
- Transportation between Hotel and Workshop Venue: will be provided by the workshop