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)

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<th>Travel Need</th>
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| **Airfare**                        | **Contacts:** 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** | • 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