

**FSCS Professional Development Conference
December 13 (am) – 15 (am), 2005**

On behalf of the National Center for Education Statistics (NCES), and the National Commission on Libraries and Information Science (NCLIS), we cordially invite you to attend the FSCS Professional Development Conference scheduled for Tuesday, December 13 – Thursday, December 15, 2005. Registration will at 8:00 a.m. and the meeting will adjourn at 11:30 a.m. on Thursday. **A session for new Data Coordinators will be held on Monday, December 12, beginning at 12:15 p.m. Registration for this session is scheduled to begin at 11 a.m.** The **FSCS Steering Committee** will meet on Thursday noon until 5:00 p.m. Please read this entire memorandum, which provides important information about the meeting.

The meeting will be held at the Embassy Suites Hotel @ Chevy Chase Pavilion.

- A. Meeting Agenda:** attached with this letter in an email message to participants and can be viewed online at registration website.
- B. Lodging:** sleeping rooms for this meeting located at:

**Embassy Suites Hotel
4300 Military Road, NW
Washington DC, 20015
Tel: (202) 362-9300 Fax: (202) 686-3405**

Room and taxes for sponsored participants will be directly billed to Synergy Enterprises, Inc. (SEI); however, room incidentals and personal charges will be billed to your individual hotel account. You will be asked to provide a credit card or cash (cost of night's stay) when you check in to cover room incidentals. Single room occupancy will be paid by the government. Room charges over the allowable single room government rate will be your responsibility at check out. **An extra night's stay at the hotel must be approved in advance. (See section D. Travel)**

When we receive your registration form with your travel information, SEI will reserve a room in your name and mail you a confirmation number. Your sleeping room will be guaranteed for late arrival by SEI's master account. If you need to cancel **after Monday, November 23, 2005**, please call the hotel directly and reference your confirmation number. For changes prior to **November 23**, please call A.J. Bantug @ (240) 485-1700, Ext. 110.

- C. Registration (all participants):** To register for the meeting, please complete the registration form online at <http://www.synergyentinc.com/NCES/PRODEV/>. We will only contact you if your registration is not received **Friday, November 14**, or if we have questions regarding your registration.
- D. Travel:** To make travel arrangements, please contact SEI's travel agent **Research Travel at 1-800-446-4200 immediately and request your specific meeting including task code 2005-108**. Flights must be booked **by Monday, November 14** in order to obtain the most reasonable airfare. You will receive an electronic ticket notification via Email from Research Travel prior to your departure. **If you use your own travel agency, Federal Travel Regulations require your air fare to match or be lower than Federal travel rates. Fares above the federal rates must be approved in advance by Sean Grobe.** Submit your travel receipts for reimbursement after the meeting. **If you have a question about travel dates and costs, please contact Sean Grobe**

before booking your ticket. Additional participants from your office may use Research Travel to book their travel. However, please be aware that they will be responsible for their own travel costs.

Ground Transportation and Directions (all participants): See url for directions:
http://www.embassysuites.com/en/es/hotels/maps_directions.jhtml;jsessionid=0DNR1Q31S3BSYCSGBI1MVCQKIYFC5UUC?ctyhocn=WASCHE

- E. **For information on meeting content**, contact Kim Miller, NCLIS (202-606-9200); email: kmiller@nclis.gov. **For further information on travel logistics**, please contact A.J. Bantug, T: (240) 485-1700, Ext. 110; F: (240) 485-1717; email: Abantug@synergyentinc.com
- G. **Reimbursement:** Reimbursement forms for travel expenses will be distributed at the meeting. All air receipts and ground travel receipts (including taxis and shuttles) must be mailed with reimbursement form to SEI at the address noted below with your claim form by **Friday, January 13, 2006**. Federal guidelines allow a meal and incidental allowance (**including tips, laundry, etc.**) totaling \$64.00 per day in the Washington, DC area (minus provided meals). The U.S. Government now requires that all **receipts** must accompany reimbursement claims, particularly taxis, shuttles, etc. You will receive your reimbursement payment within 30 working days of receipt and government approval of your form.

Please **mail** your reimbursement form with attached receipts by
Friday, January 13, 2006 to:

A.J. Bantug
Synergy Enterprises, Inc.
8757 Georgia Avenue, Suite 450
Silver Spring, MD 20910

- Important Dates:** **November 14, 2005** - Registration and Travel information via online registration must be received from travelers.
November 23, 2005 – To cancel your hotel reservation **after November 23**, please call the hotel directly referencing your confirmation number.
January 13, 2006 – Travel Reimbursement forms must be received by Synergy Enterprises, Inc.

GROUND TRANSPORTATION

SuperShuttle provides Door-to-Door Shared-Ride Service. SuperShuttle will pick you up and take you to your own home, business or hotel within the following sections of the Washington Metropolitan area: the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun and Prince William Counties in Virginia; and the cities of Alexandria, Fairfax, Falls Church, Herndon, Manassas and Manassas Park in Virginia.

A fleet of 117 vans, which hold up to seven passengers each, provides service from 5:30 a.m. to 11:30 p.m. daily. Twenty-four hour advance reservations are recommended. Call SuperShuttle at 800-BLUEVAN (1-800-258-3826) or [visit online to make reservations](#).

Metrorail (from Ronald Reagan National Airport; <http://www.metwashairports.com/National/>), the region's rapid transit system stops adjacent to Terminals B and C. Metrorail fare cards may be purchased from machines at either of two Farecard plazas located on Level 2 near pedestrian bridges that lead into and out of Terminals B and C. A third Farecard plaza for disabled and other passengers using elevators, is under the Metrorail platform, midway between the north and south mezzanines.

Upon exiting Metrorail's National Airport stop, passengers will see the pedestrian walkway that takes them into the airport terminal's concourse, or middle level, where the jet gates are located. Moving walkways accelerate the walk across the pedestrian bridge linking Metrorail to Terminals B and C.

Shuttle buses run between Metrorail and Terminal A, where Alaska Airlines, ATA, Midway Air Lines and Northwest Airlines continue to operate. From the Metrorail stop, follow signs to "Shuttle to Terminal A" bus stops on Level G (Ground) of Garages B and C.

For Metrorail information, call (202) 637-7000; TDD (202) 638-3780.

Metrorail Hours of Operation:

Weekdays: 5:30 a.m. until midnight

Weekends: 8 a.m. until 2:00 a.m. on Friday and Saturday, midnight on Sunday, and special hours as announced on holidays such as the Fourth of July.

[A map of the Metrorail Transit Lines](#) is also available.