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EarthScope Institute: The Lithosphere Asthenosphere Boundary September 19-21, 2011

Meeting Location: World Trade Center, Portland
121 SW Salmon Street
Portland, OR
Phone: 503-464-8690; Fax 503-464-2300
<http://www.wtcpd.com/mapsanddirections.php>

Meeting Dates and Times: An Icebreaker reception will be held on Sunday, September 18 from 8-11pm at the Hotel Fifty. The meeting (held at the World Trade Center) will begin at 8am on Monday, September 19 and will conclude on Wednesday, September 21 at 3:30pm.

Hotel Information: Rooms (double occupancy) have been reserved at:
Hotel Fifty
50 SW Morrison Street
Portland, OR
Phone: 503-221-0711
<http://www.hotelfifty.com/>
Check-in starts at 4pm. If you arrive earlier than this you may leave your baggage with the front desk.

The EarthScope National Office will cover double occupancy rates for the nights of Sunday the 18th, Monday the 19th, and Tuesday the 20th for selected participants. Single rooms are available on a first-registered/first-served/space available basis for those who wish to pay the difference (this will amount to \$56.50 + tax per night). Lodging support for participants needing to stay a 4th night due to flight schedules will be addressed on a case-by-case basis.

Once you have confirmed your attendance at the meeting Charlotte Goddard will book your room for you. Please notify her if you have a roommate preference or if you want a single room (cgoddard@coas.oregonstate.edu).

[Note: If you will be staying in Portland for the NSF-sponsored GeoPRISMS Alaska Planning Workshop on September 22-24 please let us know so we can work with the hotel on your combined reservation. EarthScope will cover three nights of double occupancy lodging]

**Ground Transportation/
Parking:** Portland International Airport is approximately 12 miles from Downtown Portland. Max Redline provides airport transportation to the Hotel Fifty Portland downtown at a cost of \$2.85 one-way per person. Taxicabs are \$30.00 each way. See <http://www.pmlr.org/schedules/maxredline.htm> for MAX information.

**Purchasing
Airline Tickets:**

Supported airfare should be contracted as soon as possible through Azumano Travel. Contact Azumano at 1-800-334-2929 and ask for Debbie, Mimi, Katherine or Chris or email your travel request to azcorvallis@azumano.com. If you have a preferred itinerary, you are welcome to suggest specific flights to Azumano. Because they have access to state contract fares, they may be able to suggest a more efficient or economical alternative. You may also contact Charlotte Goddard (cgoddard@coas.oregonstate.edu) to book your flights. Please give her dates, airports, flight numbers, and airline, if you have a preference.

You are welcome to book your own travel. However, please note that if you choose to do this you need to keep a few things in mind:

- (1) You need to fly a US carrier
- (2) You need to keep flight receipts
- (3) You need to get a quote from Azumano to verify that the cost of your flight is either the same or less than if you had purchased the ticket through the travel agent. An email response from someone at Azumano with flights (from the same day as the actual ticket) and prices will suffice. This email will need to be submitted along with the ticket receipt and the reimbursement form.

We prefer that you book your flights directly through us or Azumano Travel. This has the added benefit of protecting you in the event that you cannot attend the meeting. If we have purchased your tickets directly you will not be responsible for the cost of those tickets. However, if you have purchased the tickets with the intent to be reimbursed after the meeting we will not be able to reimburse you for the cost of those tickets if you do not attend the meeting.

Meals:

Breakfast and lunch will be provided on September 19th, 20th, and 21st. Dinner will be provided on September 19th and 20th only.

Weather:

Portland weather in September ranges from 54-74 degrees. Although unlikely, please do be prepared for possible showers! For the latest forecast go to: <http://www.travelportland.com/visitors/weather.html>

